

**Template for the Information  
Handbook**  
  
**under**  
  
**Right to Information Act**

TAMILNADU SOCIAL WELFARE BOARD  
SAIDAPET, CHENNAI 600 015.

# **Information Hand Book (Manual) under Right to Information Act, 2005.**

## **CHAPTER - 1**

### **INTRODUCTION:**

#### 1.1. Back Ground of the Hand Book.

Based on the enactment of the Right to information Act, 2005 this information Hand Book is published.

#### 1.2. Objective / Purpose of this Hand Book:-

To give information to the public about the activities in Tamil Nadu Social Welfare Board for transparency in administration.

#### 1.3. Who are intended users of this Hand Book:-

Any public in general and Non governmental Organizations in particular who need information about the activities of Tamil Nadu Social Welfare Board can get necessary details.

#### 1.4. Organization of the information in this Hand Book:-

Introduction

Particulars of Organisations -Functions and duties

Powers and duties of Officers and employees of the Organisation.

Rules, Regulations, Instructions, Manual and Records for discharging duties

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

A Statement of the categories of documents that are held by it or under its control

A statement of Boards, Council, Committees and other bodies constituted as its part

The names, designations and other particulars of the Public Information Officers

Procedure followed in decision making process

Directory of Officers and Employee

The Monthly Remuneration received by each of its Officers and Employees, including the system of Compensation as provided in regulations.

The Budget allocated to each Agency

The Manner of Execution of Subsidy Programmes

Norms set by it for the discharge of its functions

Particulars of facilities available to citizens for obtaining information

1.5. Definitions:-

Terms used in this Hand Book have been defined in the appropriate places where the terms appear in the Hand Book.

1.6 Contact persons to get more information:-

Public Information Officers and Assistant Public Information Officers have been appointed under this Act. The details are given in Chapter -8.

1.7. Procedure and fee structure for getting more information:-

Procedure for fees structure will be as per the State Government rules.

## Chapter – 2 ( Manual – 1 )

### Particulars or Organisation, Functions and Duties

Template for information Handbook                      Version 1.0

#### 2.1. Objective / purpose of the public authority

To promote voluntarism in the implementation of community development project in the rural and tribal areas. To extend financial assistance to voluntary organizations for implementing women and child development programmes.

#### 2.2. Mission / Vision statement of the public authority

- Act as a change maker with a humanitarian approach by reinforcing the spirit of voluntarism.
- Become a steering mechanism to create a network of committed social workers for the empowerment of weak, vulnerable and at-risk women and children.
- Improve and strengthen its monitoring role so that it becomes a guide for the voluntary sector enabling it to source requisite Govt. funds for its sustenance.
- Generate awareness about the challenges of a society in transition where new evils are impacting on the well being of women and children.

#### 2.3. Brief History of the public authority and context of its formation

##### **FORMATION OF TAMIL NADU SOCIAL WELFARE BOARD**

The Tamilnadu Social Welfare Board (T.N.S.W.B) was formed in the year 1954 as a limb of Central Social Welfare Board.

In the year 1961, the Tamilnadu Social Welfare Board, and the then Women's Welfare Department (Now, Directorate of Social Welfare) were integrated with the Department of Social Welfare. As per the Government order, the Board was given high status entrusting the responsibility of determining all the matters of policy, relating to the programmes for women & children in the state and with the formulation and implementation of all schemes. The Board was empowered to examine schemes including financial outlay, review of progress and recommending voluntary institutions to the State Government and Central Social Welfare Board for grants. The Director of Social Welfare an I.A.S. Officer is the Ex.Officio Secretary of the Board.

**2.4. Duties of the public authority**

To identify the potential voluntary organizations in the State and to motivate them to send the proposals for the programmes aided by the Central Social Welfare Board under Ministry of Women and Child Development, Govt. Of India.

**2.5. Main activities functions of the public authority**

Extending financial assistance to voluntary organizations channellised from Central Social Welfare Board and to monitor the aided programmes through the field machinery of the Central Social Welfare Board .

**2.6. List of services being provided by the public authority with a brief write-up on them**

Refer : 13.1 A. Working Women's Hostel

13.1.B.Condensed Course

13.1.C.Awareness Generation Programme

13.1.D.State Govt. grant (Matching Grant)

13.1.E. State Family Counselling Centre

13.1.F.Mahila Mandal Programme

13.1.G. Family Counselling Centre

13.1.H. Family Counselling Centre (Women Prison)

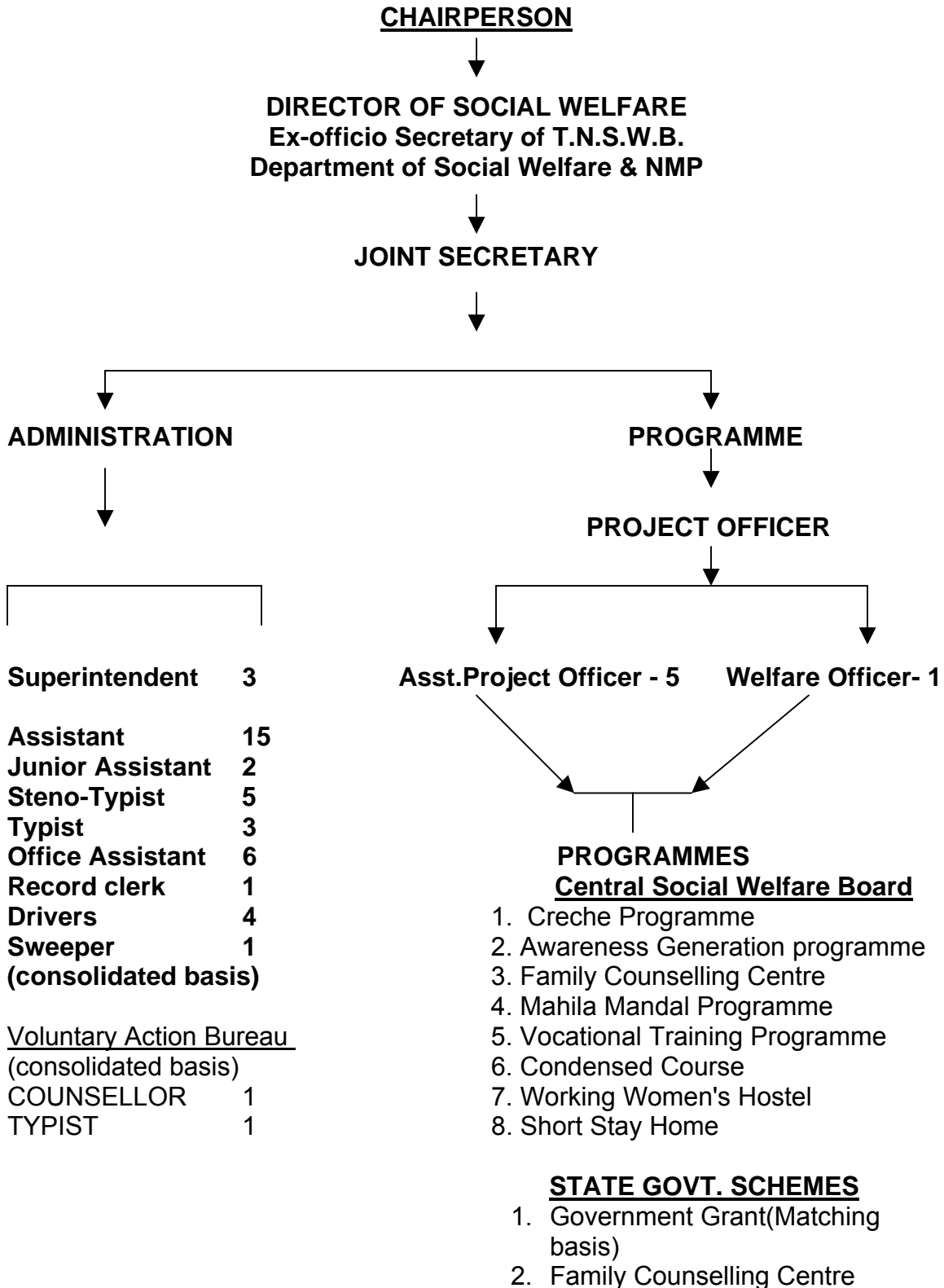
13.1.I.Short Stay Home

13.1.J.Women Help Line

13.1.K. Creche Scheme.

## 2.7 Organisational Structure Diagram at various levels

### Administrative Setup of Tamil Nadu Social Welfare Board



- 2.8. **Expectation of the public authority from the public for enhancing its effectiveness and efficiency.** } Expecting innovative suggestions and co-operation from the public for effective and efficient implementation of the Act.
- 2.9. **Arrangements and methods made for seeking public participation / contribution**
- &
- 2.10. **Mechanism available for monitoring the service delivery and public grievance resolution**

As per the Act officers APIO, PIO and Appellate Authority have been appointed from the existing officer and staff to deal with the cases under the Act.

- 2.11. **Address of the Main Office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).**

**TAMIL NADU SOCIAL WELFARE BOARD ADDRESS**

**STATE**

Tamil Nadu Social Welfare Board,  
Dignity Centre,  
21, Abdul Razaak Street,  
Saidapet,  
Chennai 600 015.

**CENTRAL**

Central Social Welfare Board  
Samaj Kalyan Bhavan  
B-12 Qutab Tnstitutional Area  
New Delhi-110 016.

- 2.12. **Morning hours of the Office**

10.00 A.M.

**Closing hours of the Office**

05.45 P.M.

## Chapter - 3 (Manual – 2)

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

<b>3.1. Please provide details of the powers and duties of officers and employees of the organization</b>			
Designation	<b>Chairperson, Tamil Nadu Social Welfare Board</b>		The Chairperson of the Board is nominated by the respective State Govt. and is appointed with mutual consent of the Central Board and State Govt. therefore she has to play an important role of a catalyst between Central Social Welfare Board, State Board and the State Govt. The Chairperson also ensure that at least one full Board Meeting held every Quarter and Finance Committee meeting is also held on regular intervals to approve all finance related matters.
	<b>Director of Social Welfare &amp; Ex-Officio Secretary</b>		
Powers	Administrative (under the control of Director)	1	As far the staff of Tamil Nadu Social Welfare Board is concerned the powers to regularise the services and to declare satisfactory completion of probation of Group 'C' & 'D' employees in Tamil Nadu Social Welfare Board vest with the Director of Social Welfare .
		2	Power to transfer and post Group 'C' & 'D' employees
		3	Power to sanction pension, gratuity and other terminal benefits in Group 'C' & 'D' employees
		4	The Joint Secretary and Field Officers are under the control of Central Social Welfare Board. All the service conditions of the Joint Secretary and Asst. Project Officers and Welfare Officers are controlled by Central Social Welfare Board, Govt. of India, New Delhi.
	Financial (control of director)	1	To execute deeds, lease contracts upto Rs.1.00 lakh in each case.



		2	To grant administrative approval for works involving petty construction to an extent of Rs.5,000/- at a time subject to Budget provision.
		3	To enter into agreement with Agents, Stockists, representatives and other parties.
		4	To refund amounts standing at the credit of parties
		5	To refund the amount of Earnest Money or Security Deposits made by the Company's agents, Contractors, Stockists, representatives etc., after fulfillment of the contract.
		6	To waive Earnest Money, Security Deposit, Bank Guarantee etc.
		7	To waive collection of interest payable by the parties with a view to maintain good business relationship.
		8	To sanction advertisement charges upto Rs.5,000/- (Rupees five thousand only) per annum.
		9	To incur expenditure towards the registration of telephone and telegraphic addresses.
		10	To fix days declared as Government holidays by the State Government of Tamil Nadu as holidays
		11	To permit employees to accept assignments as Resource Persons etc. at their request of Educational Institutions such as Polytechnics Industrial Training Institutions etc. and to permit them to draw honorarium or remuneration there for.

		12	To grant officers, staff and workers daily allowances at full rates as a Special Case for periods extending beyond 10 days in the case of halts at places of tours in connection with official / Production work.
		13	To authorise expenditure on printing of calenders out of funds earmarked in the Budget for 'Publicity'
		14	To levy interest at suitable rates on credit sales of articles manufactured by the unit to the employees of the unit.
		15	To depute officers / staff of the unit to attend Seminars on subjects of interest to the unit where the fees for participation do not exceed Rs.100/-
		16	To sanction write off of losses due to theft, fraud negligence or other causes upto an extent of Rs.5,000/- at a time.
		17	To accept the conditional offer of Resignation by Workers against ex-gratia payment equal to the retrenchment and benefits, provided under the Industrial Disputes act, 1947 where ever situations warrant
		18	To depute anywhere in India employee of the unit to attend Seminars / Training on the subjects of interests to the unit, where the fees for the participation do not exceed Rs.1,000/- and the period of Seminar / Training does not exceed one month.
		19	To sanction legal charge in accordance with the rules.
<b>Duties</b>			
	<b>Joint Secretary</b>		<ol style="list-style-type: none"> <li>1. Overall controlling of the Tamil Nadu Social Welfare Board .</li> <li>2. To assist the Central Social Welfare Board and to associate with State Govt. in implementation of the various schemes being sponsored by State Government / Central Board.</li> </ol>

			<p>3. To convene Finance Committee meeting and other Board meeting regularly and to maintain the minutes of meeting.</p> <p>4. To ensure timely sanction and release of funds to Voluntary Organisation</p> <p>5. To co-ordinate with Field Staff with regard to the implementation of the scheme</p> <p>6. To ensure timely auditing of accounts of State Board.</p> <p>7. To attend any other work assigned by the State Board Chairperson/ Central Social Welfare Board .</p>
	<b>Assistant Accounts Officer of Social Welfare, Delegation of powers</b>	1	Countersigning Officer for Travelling Allowance Bills, Medical Bills etc., of C & D categories of staff of the Tamil Nadu Social Welfare Board and approval of accounts of the institutions implementing the decentralized programmes of the Central Social Welfare Board ..
	<b>Deputy Director of Social Welfare (Admn.)</b>	1	Transfer and postings of all Non-Gazetted Officers of Tamil Nadu Social Welfare Board
		2	Sanction of periodical increments to all Non-Gazetted Officers of Tamil Nadu Social Welfare Board
	<b>Project Officer</b>		<p>a) The Project Officer is entrusted with the responsibility of planning, promotion of Non-Governmental Organisations in the implementation of the programmes through Non-Governmental Organisations.</p> <p>b) He/She should help in the growth of Voluntary Organisations in those areas where they do not exist.</p> <p>c) He/She should identify the existing bottlenecks and suggest remedial measures in implementing the various schemes being implemented by the State Board.</p> <p>d) Scrutinise the survey schedules / applications received from the unaided institutions for starting new projects / schemes.</p> <p>e) Assess the coverage by Field Officer,</p>

		<p>examine the quality of their reporting and provide guidance to them.</p> <p>f) Ensure adequate and timely coverage of the institutions by the Field Officers in accordance with the priorities fixed for the purpose by the Project Officer in consultation with Chairman, State Social Welfare Advisory Board.</p> <p>g) Maintain suitable records of all instructions issued with regard to reporting, counseling, guidance, supervision, etc. and also a list of grantee institutions.</p> <p>h) Ensure proper distribution of work amongst the Field Officer based on suitability and rotation once in two years in consultation with the Chairman, State Social Welfare Advisory Board (any changes in the zones should be made at the beginning of the financial year) and obtain the approval of Tour programmes of Asst.Project Officers and Welfare Officers</p> <p>i) Verify monthly diaries and coverage statement furnished by the Asst.Project Officers and Welfare Officers.</p>
	<p><b>Welfare Officer</b></p>	<p>a) To provide guidance and to the Non-Governmental Organisations for implementing the aided programmes effectively.</p> <p>b)To monitor all the programmes aided by the board through Non-Governmental Organisations.</p> <p>c) To ensure proper utilization funds by the implementing Non-Governmental Organisations released by Central Social Welfare Board / State board.</p> <p>d) To assist the State Board / Central Social Welfare Board in settlement of pending accounts of programmes as per norms and conditions laid down by Central Social Welfare Board</p> <p>e) To give technical opinion to the State Board regarding sanction of grants and release of funds</p>

		f) To attend any other work assigned by the Chairperson / Secretary / Project Officer of the State Board.
	<b>Superintendents</b>	At Tamil Nadu Social Welfare Board level all files are submitted to the officers through section head (Superintendent).
	<b>Assistants</b>	Maintenance of files in respective of their subjects allotted.
	<b>Steno Typist/Typist</b>	To attend the work of Stenography, computer operation and typing assigned to them by the officers.
	<b>Junior Assistant</b>	Maintenance of files in respective of their subjects allotted. Despatch work, Opening of tapals etc.,
	<b>Driver</b>	To attend the duties whenever instructed by the Chairperson/Joint Secretary and the officers.
	<b>Record Clerk</b>	To maintain the records as per the procedures.
	<b>Office Assistant</b>	Local tapal messenger and attending officers and section work assigned.

## Chapter – 4 (Manual – 3)

### Rules, Regulations, instructions, manual and Records for discharging duties

Name of the document	Type of document
1. District Office Manual	Rules
2. Tamil Nadu Ministerial Service Rules	
3. The Fundamental Rules of TN Govt.,	
4. Hand book of Disciplinary procedures	
5. Tamil Nadu Financial Code	
6. Tamil Nadu Treasury Code	
7. Tamil Nadu Pension Code	
8. Tamil Nadu Budget Manual	
From where one can get a copy of rules } regulations, instructions, manual and records	Address: Government Central Press Mint Building, Chennai 79 Telephone No. 25202227 25202228  Fax No. 28521318

## 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**

### **Formulation of Policy**

**5.1 Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies?**

<b>Sl. No</b>	<b>Subject/ Topic</b>	<b>Is it mandatory to ensure public participation(Yes/No)</b>	<b>Arrangements for seeking public participation</b>

The Board is constituted with Board Members who are the representatives of the public. All the actions are taken with the approval of the Board Members.

### **Implementation of Policy**

**5.2 Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies?**

<b>Sl.No</b>	<b>Subject / Topic</b>	<b>is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangements for seeking public participation</b>

It is mandatory to conduct minimum 4 Board Meetings in a year to the implementation of programmes and other policies.

## Chapter – 6 (Manual – 5)

### A Statement of the categories of documents that are held by it or under its control

1. Sanction letters
2. Inspection Reports
3. Registers
4. Stock Book on Movable / immovable
5. Minutes Book

6.1 Use the format given below to give the information about the official documents . Also mention the place where the documents are available for e.g at secretarial level, directorate level, others (Please mention the level in place of working "Others")

SI No	Category of the document	Name of the document and the introduction in one line	Procedure to obtain the document	Held by / under control
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All the relevant documents are maintained at Tamil Nadu Social Welfare Board .

#### Address

**TAMILNADU SOCIAL WELFAE BOARD**  
21, Abdul Razaak Street,  
Saidapet,  
Chennai – 15

#### E-Mail

chswbtn@yahoo.com



## **CHAPTER - 7 (Manual – 6)**

### **A statement of boards, council, committees and other bodies constituted as its part**

Tmt. A.Rokkaiah (alias) Kavignar Salma has been appointed as Chairperson of Tamil Nadu Social Welfare Board, Chennai-15, by the State Govt. with the concurrence of Central Social Welfare Board for a period of 3 years with effect from the date of her assuming charge i.e 27.03.07 F.N. Vide G.O (3D) No. 3, SW&NMP Dept. Dated. 23.03.07. In continuation, the Govt. have appointed following Non Official Members and Official Members of the Tamil Nadu Social Welfare Board for a period of 3 years from the date of issue of the Govt. Order. However Board Members functioning term will come to an end on 26.03.2010.

**Non Official Members**

<b>Sl.No</b>	<b>Name &amp; Address</b> Smt/Selvi.	<b><u>Alloted District</u></b>
1	Girija Viswanathan 29, Periakadai Theru Mayiladuthurai 609 801	Mayiladuthurai & Thiruvarur
2	Gandhimathi Sivaraman Dist.Panchayat Counsellor Main Road, Madhanam Sirkazhi Taluk Nagapattinam	Namakkal
3	K.Vijaya Dharani H.No.108-G Waves Apartments 3 <sup>rd</sup> Seaward Road Valmiki Nagar Thiruvanmiyur Chennai 600 078	Chennai
4	Sundari Singamuthu, No.169, 94 <sup>th</sup> Street, 15 <sup>th</sup> Sector, K.K.Nagar, Chennai 600 078.	Kancheepuram
5	Jaishree, 4/217, Nallamani Complex, Vandiyoor, Main Road, Sowrashtrapuram, Madurai	Madurai
6	K.Rajammal, Minor Colony, Marambadi Road, Vedasandur 624 710	Sivagangai
7	Laura Mahendran, 1048, Mission New Street, Thanjavur 613 001.	Perambalur
8	Lalitha Natarajan, V, Mamanthur Post, Nayinarpalayam (via), Kallakurichi Block, Villupuram district 606 301.	Villupuram
9	G.Saraswathi Naladiar, Plot No. 1751, First St, Vasantham Colony, Anna Nagar, Chennai 600 040.	Chennai
10	Suseela Gopalakrishnan, No.19, Anna Main Road, MGR Nagar, Chennai 78.	Chennai
11	Meena Venkataraman, 71-A, Alamelumangapuram, Mylapore, Chennai 600 004.	Chennai

12	S.Rajalakshmi, No.11, Car Street, Minjur, Tiruvellore 601 203.	Tiruvellore.
13	Janet Jayapaul, 0/3, Bajanai Koil Street, Ganapathypuram, Tambaram, Chennai	Karur
14	Jeya Pandikumar, Door No. H-135, Kamarajar Salai, Anbu Nagar, Tirunelveli 627 011.	Karur
15	Sayee Lakshmi, No.35, Ayyappa Nagar, Teacher's colony, Kolathur, Chennai	Cuddalore
16	J.Selvamary, 77/15, Kaliamma Koil Street, Kumuthi, Ramanathapuram District 623 603.	Ramanathapuram
17	Valarmathi Murugaiyan, 22, Kamarajar Street, Velankanni, Keelvelur Taluk, Nagapattinam 611 111.	Nagapattinam
18	R.K. Rasheetha Begum, 72101, Sajjamunusamy 7 <sup>th</sup> Lane, Old Washermenpet, Chennai 600 021.	Chennai
19	R.Rani, 10/1, P.P.Garden, Aminjikarai, Chennai 600 029.	Chennai
20	T.Vasanthi, 27, Periyar Illam, Muthupatti Chanthai Salai in Thiruvalluvar High School Campus, Dindigul 624 002.	Dindigul and Coimbatore
21	A.M.Kamatchi, 17 <sup>th</sup> Main Road, Poolavari Post, Salem 636 010.	Salem and Erode
22	C. Selvam, Arasamaram Main Road, Malamanjanoor Pudur Post, Sengam Takuk, Thiruvannamalai district 606 706.	Vellore
23	Suseela Pandiyan, No.8, East Muslim Street, Kalakadu, Tirunelveli 627 501.	Tirunelveli
25	Kalaiselvi, Founder New Life Thiruvallur, No.32, Anna Street, Athipattu,	Thiruvallur

	Ambattur Taluk, Chennai 58	
26	Revathi, 6A3, Thali Hudco, Thali Road, Hosur, Krishnagiri district 635 109	Krishnagiri
27	Karal Marx, 500 HIG, Kalaignar Illam, New Housing Unit, Kurinji Street, Opp. to New Bus Stand, Thanjavur	Thanjavur and Trichy
28	Sarojini Devi, Sri Ganesh, B-15, Saiman Nagar, Nagercoil 629 004	Kanyakumari
29	R.Kanchana, 94/1, Aghragaram, Aranthangi, Pudukottai district	Pudukottai
30	R.Rani, MLA, 12, Panchamalai, H/o. Thenpuraa Nadu, Puthur Post, Uppiliapuram via, Thuraivur Taluk, Trichy district 621 011.	Tiruchirapalli

**Official Member:**

- 1) Secretary to Government, Social Welfare and Nutritious Meal Programme Department, Chennai-9
- 2) Secretary to Government, Finance Department, Chennai-9.
- 3) Director of Social Welfare, Chennai-5.

## **FINANCE COMMITTEE**

The Finance committee has been constituted by the State Govt. SW & NMP, Department as the Advisory body to Tamil Nadu Social Welfare Board in dealing with the financial issues vide G.O.Ms. No.273 Dated.03.09.1997.The Finance Committee was constituted comprising the following;

1. Chairperson.Tamil Nadu Social Welfare Board
2. Director of Social Welfare & NMP who is Ex-officio Secretary of Tamil Nadu Social Welfare Board.
3. Representative of Finance Department of state Govt. Deputy Secretary / Joint Secretary, Finance – dealing with Social Welfare.
4. Deputy Secretary / Joint Secretary of Social Welfare Department in the Secretariat.

**7.1. Please provide information on Boards, Councils, Committees and other Boards related to the public authority in the following format:**

Name and address of the Affiliated Body	Tamil Nadu Social Welfare Board No.21, Abdul Razak Street Dignity Centre, Saidapet, Chennai – 15.
Type of Affiliated Body	Board
Brief introduction of the Affiliated Body	Establishment Year : 1954 <b>Objectives:</b> Developing a healthy partnership with voluntary organizations for the welfare , development and empowerment of women in our society. <b>Main Activities:</b> As detailed in next pages.
Role of the Affiliated Body	To promote voluntarism in the implementation of women and child development programmes.
Structure and Member Composition	Chairperson   Director of Social Welfare and Ex-Officio Secretary   Joint Secretary
Head of the Body	Chairperson
Address of Main office and its Branches	Tamil Nadu Social Welfare Board No.21, Abdul Razak Street Dignity Building Saidapet, Chennai – 15.
Frequency of Meetings	Once in 3 months
Can public participate in the meetings?	No.
Are minutes of the meetings prepared	Yes.
Are minutes of the meeting available to the public? If yes, Please provide information about the procedure to obtain them.	Yes. To contact the Office.

## CHAPTER - 8 (Manual – 7)

### The names, designations and other particulars of the Public Information Officers

8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority:-

Assistant Public Information Officer

Sl. No	Name	Designation	STD Code	Ph.No. Office	Address
1	Tmt.V.Prema kumari	Superintendent	044 044	24349188 24335832	Tamil Nadu Social Welfare Board , 'Dignity Centre' No.21, Abdul Razaak Street, Saidapet, Chennai – 600 015

Name of the Public Authority:-

Public Information Officer

Sl N	Name	Designation	STD Code	Ph.No. Office	Address
1	Tmt.K.R.Selvamani	Project Officer	044 044	24349188 24335832	Tamil Nadu Social Welfare Board , 'Dignity Centre' No.21, Abdul Razaak Street, Saidapet, Chennai – 600 015

#### Appellate Authority

Sl N	Name	Designation	STD Code	Ph.No. Office	Address
1	Thiru.C.K.Sebastian	Joint Secretary	044 044	24349188 24335832	Tamil Nadu Social Welfare Board , 'Dignity Centre' No.21, Abdul Razaak Street, Saidapet, Chennai – 600 015

## **CHAPTER - 9 (Manual – 8)**

### **Procedure followed in decision making process**

Proposals received from Voluntary Organisations are processed through Sections, Concerned Field Officers, Project Officer, Joint Secretary, and approved by Director of Social Welfare & Chairperson of Tamil Nadu Social Welfare Board .

- 9.1. What is the procedure followed to take a decision for various matter? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc can be made)**

Follows State Govt./ Central Social Welfare Board procedures.

- 9.2. 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?**

Through the State Board's Meeting and Finance Committee proceedings..

- 9.3. What are the arrangements to communicate the decision to the public?**

Through Public Media / Notice Board / Letter correspondence.

- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?**

Chairperson. Director of Social welfare being the Ex-officio Secretary , Executive Director of Central Social Welfare Board , New Delhi and the Members of State Board.



**9.5. Who is the final authority that wets the decision?**

The Chairperson, Tamil Nadu Social Welfare Board , Chennai-15.

**9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority?**

1. Subject on which the decision is to be taken
2. Guideline / Direction, if any
3. Process of Execution
4. Designation of the officers involved in decision making
5. Contact information of above mentioned officers
6. If not satisfied by the decision, where and how to appeal

Details given in the Handbook

## Chapter – 10 ( Manual – 9)

### Directory of Officers and Employees

#### Tamil Nadu Social Welfare Board

Sl No	Name Selvi/Tmt./ Thiru	Designation	STD Code	Ph.No. Office	Address
1	Rokkaiah (a) Salma	Chairperson	044	24340804	Tamil Nadu Social Welfare Board , 'Dignity Centre' No.21, Abdul Razaak Street, Saidapet, Chennai – 600 015
2	Dr.K.Manivasan I.A.S.,	Director of Social Welfare & Ex-officio Secretary	044	28524499	Old Engineering College Complex, Chepauk, Chennai - 5.
3	C.K.Sebastian	Joint Secretary	044	24349188	Tamil Nadu Social Welfare Board , 'Dignity Centre' No.21, Abdul Razaak Street, Saidapet, Chennai – 600 015
4	K.R.Selvamani	Project Officer	- do -	- do -	- do -
5	P.Elango	Asst.Project Officer	- do -	- do -	- do -
6	S.Karunanidhi	- do -	- do -	- do -	- do -
7	C.Rajasulochana	- do -	- do -	- do -	- do -
8	C.K.Sebastian	- do -	- do -	- do -	- do -
9	A.Kumaraswamy	- do -	- do -	- do -	- do -
10	--	Welfare Officer	- do -	- do -	- do -
11	V.Premakumari	Superintendent	- do -	- do -	- do -
12	C.Jebamani	- do -	- do -	- do -	- do -
13	U.Parimala	- do -	- do -	- do -	- do -
14	N.Govind	Assistant	- do -	- do -	- do -
15	K.Lakshmi	- do -	- do -	- do -	- do -
16	M.Kalaiselvi	- do -	- do -	- do -	- do -
17	G.Janaki	- do -	- do -	- do -	- do -
18	S.Seethalakshmi	- do -	- do -	- do -	- do -
19	--	- do -	- do -	- do -	- do -
20	--	- do -	- do -	- do -	- do -
21	M.Padmanaban	- do -	- do -	- do -	- do -
22	--	- do -	- do -	- do -	- do -
23	V.Saira Ali	- do -	- do -	- do -	- do -
24	--	- do -	- do -	- do -	- do -

25	M.Swaminathan	- do -	- do -	- do -	- do -
26	C.V.Savitha Lekshmi	- do -	- do -	- do -	- do -
27	--	- do -	- do -	- do -	- do -
28	Saravanan	- do -	- do -	- do -	- do -
29	P.Balasubramanian	Steno-typist	- do -	- do -	- do -
30	K.Manimozhi	- do -	- do -	- do -	- do -
31	D.N.Vasanthi	- do -	- do -	- do -	- do -
32	Vijaya Subramanian	- do -	- do -	- do -	- do -
33	Lalitha Srinivasan	- do -	- do -	- do -	- do -
34	M.Chickalingam	Junior Assistant	- do -	- do -	- do -
35	--	- do -	- do -	- do -	- do -
36	K.Poonkodi	Typist	- do -	- do -	- do -
37	D.Mallika	- do -	- do -	- do -	- do -
38	--	- do -	- do -	- do -	- do -
39	--	Record Clerk	- do -	- do -	- do -
40	C.Devika	Office Assistant	- do -	- do -	- do -
41	--	- do -	- do -	- do -	- do -
42	A.Mari	- do -	- do -	- do -	- do -
43	T.Saraswathi	- do -	- do -	- do -	- do -
44	M.Venugopal	- do -	- do -	- do -	- do -
45	V.Udayasuriyan	- do -	- do -	- do -	- do -
46	K.Venugopal	Driver	- do -	- do -	- do -
47	C.Rajaram	- do -	- do -	- do -	- do -
48	N.Devadoss	- do -	- do -	- do -	- do -

## 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.	Designation	Scale of pay	Appointing Authority
1	Chairperson	Rs.5000/- (Honorarium)	Govt of TN with concurrence C.S.W.B,New Delhi.
2	Director & Ex-officio Secretary	18400-500-22400	Govt of TN.
3	Joint Secretary (on deputation)	8000-275-13500	C.S.W.B.,New Delhi
4	Project Officer	8000-275-13500	- do -
5	Asst.Project Officer	6500-200-10500	- do -
6	Welfare Officer	5500-175-9000	- do -
7	Superintendent	5700-175-9000	Director of Social Welfare, Chennai.
8	Assistant	4000-100-6000	- do -
9	Steno Typist	5500-150-8000	- do -
10	Junior Assistant	3200-85-4900	- do -
11	Typist	3200-85-4900	- do -
12	Record Clerk	3200-85-4900	- do -
13	Driver	3200-85-4900	- do -
14	Office Assistant	2650-4000	- do -
15	Counsellor (Voluntary Action Bureau )	Rs.7000/- (consolidated pay)	Central Social Welfare Board, New Delhi
16	Typist (Voluntary Action Bureau )	Rs.3000/- (consolidated pay)	- do -
17	Sweeper	Rs. 1350/-(Consolidated)	Chairperson

## Chapter – 12 (Manual –11)

### The Budget allocated to each Agency

**(Particulars of all plans, proposed expenditures and reports on disbursement made)**

#### 12.1. Information about the details of the Budget for different activities and different schemes for the year 2007– 2008

Rs. in Lakhs.

Head of account	Physical		B.E. 2006 - 2007	FMA 2006 -2007	Achievement upto 31.3.07	% of Expr. w.r.t. B.E. provision
	Target	Achievement				
State Government Grant	200	200	10.00		10.00	100%
State Family Counselling Centre	5	5	4.80		4.80	100%
Central Creche	1388	1388	588.00		588.00	100%
Working Women's Hostel						
Mahila Mandal Programme	4	4	0.42		0.42	100%
Condensed Course	15	15	9.36		9.36	100%
Awareness Generation Programme	382	382	20.00		20.00	100%
Family Counselling Centre	60	60	107.10		107.10	100%
Short Stay Home	42	42	245.00		245.00	100%

## **CHAPTER - 13**

### **The Manner of Execution of Subsidy Programmes**

No Subsidy Programmes being implemented by the Board other than Grant-in-Aid Programmes.

For other Public Authorities

S.No.	Head	Proposed Budget	Sanctioned Budget	Amount released/ disbursed (no.of instalments)
NOT APPLICABLE				

**13.1 Please provide the information as per the following format:**

- Name of Programme / Scheme
- Duration of the Programme / Scheme
- Objective of the Programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments(certificates/ documents)
- Format of Attachments
- Whether to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc.)

The various Grant-in-aid programmes being implemented by the Board and the procedures are given in Annexure.

- List of beneficiaries are given below.

The various Grant-in-aid programme being implemented by the Board and the procedures are given in Annexure (From 13.1.A to 13.1.K.).

### 13.1.A. WORKING WOMEN'S HOSTEL

The need for Hostel for Working Women was felt when number of young girls started leaving their native place seeking employment in city / town areas. The Central Social Welfare Board provides assistance to organizations to enable them to provide hostel facilities for working women in bigger cities as well as in smaller towns, where number of low paid women employees come for jobs from distant places and face acute shortage of accommodation as they are unable to take independent houses on rent due to their limited income and security reasons.

- The Scheme of Working Women Hostel of Central Social Welfare Board Provides maintenance grant to those organizations who are willing to run a Working Women Hostel
- The hostel gives them a safe place to stay; have hygienically prepared food and homely atmosphere with minimum expenses. The Board gives grant as the maintenance grant (viz.,) salary of warden and chowkidar, purchase of recreational materials and deficit in rent. An amount of Rs.50,000/- p.a. for A & B – I cities, Rs.45,000/- p.a. for B - 2 cities and Rs.40,000/- for C & other cities is provided as grant.

Name of programme/ scheme	Working Women's Hostel (Maintenance Grant)		
Duration of the Programme	:	On going scheme	
Objective of the Programme	:	To provide cheap and safe hostel accommodation for employed women living out of their homes.	
Physical and financial targets of the programme (for the last year)	:	<b>Year</b>	<b>Physical Target</b>
		2007-08, 7Voluntary Organisation	175 Working Women
			<b>Financial Target</b>
			Rs. 2.42 lakhs



Eligibility of Beneficiary	:	<ul style="list-style-type: none"> <li>• Single working woman, unmarried, widows, divorcee, separated, married when husband is out of town.</li> <li>• Women who are being trained for employment, provided the training period does not exceed one year. The number of working women falling in this category should not be more than 30% of the total number of women in the hostel.</li> <li>• The girl students for a period of five years on the condition that first preference will be given to working women only and if there are any vacancies, accommodation will be provided to the students also but amongst them, preference will be given to those studying in Post Graduation and Professional courses. The category of women who are being trained for employment and the girl students together should not be more than 30% of the total number of women in hostels.</li> <li>• As per the latest instructions of the Government of India, a working woman, whose income does not exceed Rs. 16,000/- consolidated per month in a Class A City or Rs. 15,000/- per month in any other city / town / place are eligible for accommodation.</li> </ul>
Pre-requisites for the benefit	:	--
Procedure to avail the benefits of the programme	:	<p>The scheme is implemented through Voluntary Organisations. The Voluntary Organisations should apply in the prescribed format to the Central Social Welfare Board through Tamil Nadu Social Welfare Board . The Tamil Nadu Social Welfare Board will scrutinize the application and forward the same to the Central Social Welfare Board along with Pre-Funding Appraisal Report and State Board Recommendation. Based on the report, the Voluntary Organisation receives the sanction of the grant from the Central Social Welfare Board</p>

Criteria for deciding eligibility	:	<p>A voluntary organisation should be registered under an appropriate Act 1860 or corresponding State Acts. Public Trust should be registered under any law for the time being in force. The Voluntary Organisation should apply for the programme with the following documents.</p> <ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Annual Report for the last years.</li> <li>3. Copy of Trust Deed / Societies Registration Act</li> <li>4. Memorandum / Bye Laws / Rules and Regulations duly signed by the Secretary.</li> <li>5. List of Managing Committee Members / Board of Trustees with the names, designations and addresses. The members not related to each other certificate.</li> <li>6. Last three years Audited Accounts.</li> <li>7. Details of the bank account with the name and address of the bank.</li> <li>8. Information relating to grants received from State Government/ Local Bodies.</li> </ol>
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The Central Social Welfare Board provides assistance to organizations to enable them to provide hostel facilities for working women. No grant will be given to institutions that have a building constructed with only Government Grant. After 5 years no grant will be given to any institution. Assistance is provided on the following basis:

Sl. No.	Class of Cities	Grant	Component
1.	A,B-1cities	Rs.50,000/-	a) Pay of Matron – Rs.24,000/-P.A. b) Pay of Chowkidar – Rs.6,000/-P.A. c) For recreational facilities –

Rs.10,000/-P.A.

d) Difference between the rent realized from the inmates and the rent paid by institution if rented building/maintenance of the building in case of own building – Rs.10,000/-P.A.

- |    |          |             |  |
|----|----------|-------------|--|
| 2. | B-2      | Rs.45,000/- | <p>a) Pay of Matron – Rs.20,000/-P.A.</p> <p>b) Pay of Chowkidar – Rs.6,000/-P.A.</p> <p>c) For recreational facilities – Rs.10,000/-P.A.</p> <p>d) Difference between the rent realized from the inmates and the rent paid by the institution if rented building/ maintenance of the building in case of own building – Rs.9,000/- P.A.</p> |
| 3. | C&Others | Rs.40,000/- | <p>a) Pay of Matron – Rs.18,000/-P.A.</p> <p>b) Pay of Chowkidar – Rs.6,000/-P.A.</p> <p>c) For recreational facilities – Rs.8,000/-</p> <p>d) Difference between the rent realized from the inmates and the rent paid by the institution if rented building/ maintenance of the building in case of own building – Rs.8,000/-P.A.</p>       |

Re appropriation will, however, be permissible from one head to another head of grant according to local needs/situation.

### 13.1.B. EDUCATION AND TRAINING

#### Condensed Course of Education for Women

The scheme of Condensed Course of Education for Women aims at facilitating social and economic empowerment of women by providing them with education and relevant skills. The scheme is specifically designed to help dropouts and failed candidates to complete their school education.

A batch contains 25 candidates. Grant includes, stipend to candidates, salary to the instructors, building rent, purchase of equipment, contingencies and examination fees. An amount of around Rs. 62,400/- for a batch of 25 candidates for a period of 12 months is provided as grant.

Name of programme/ scheme	I Year Condensed Course			
Duration of the Programme	:	On going scheme		
Objective of the Programme	:	<ul style="list-style-type: none"> <li>To facilitate social and economic empowerment of women by providing them will education and relevant skills.</li> <li>To help drop outs and failed candidates to complete their school education.</li> </ul>		
Physical and financial targets of the programme (for the last year)	:	<b>Year</b>	<b>Physical Target</b>	<b>Financial Target</b>
		2007-08.	15 Voluntary Organisation 375 women	Rs. 9.36 Lakhs
Eligibility of Beneficiary	:	<ul style="list-style-type: none"> <li>Courses can be organized for women of the age of 15 years and above.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Selection of candidates is to be done by a committee comprising institutions and the Principal / Representative of the local Government School of the area where the course is to be held.</li> <li>• The application should be in the proper format.</li> <li>• Copy of the Registration Certificate duly attested.</li> <li>• Copy of Memorandum of Association / Bye laws of the Institution.</li> <li>• The Audited Accounts of the Institution for the past three years.</li> <li>• The Annual Reports for the past 3 years.</li> <li>• List of Managing Committee members with full address and their signature; the members should not be related to each other;the Managing Committee should have atleast 50% of the women members.</li> <li>• The Voluntary Organization should have facilities, resources, personnel, Managerial skill and experience to initiate the scheme.</li> <li>• The financial position should be sound.</li> <li>• It should be open to all citizens of India without any discrimination on account of religion, race, caste or language.</li> </ul>
Pre-requisite	<ul style="list-style-type: none"> <li>• The Voluntary Organisation should have had experience in conducting women welfare programmes / educational programmes.</li> <li>• Registered social welfare organizations having experience in educational programme and recognized educational institutions can apply.</li> </ul>

### 13.1. C. AWARENESS GENERATION PROGRAMME

The Central Social Welfare Board is implementing Awareness Generation Project Programme with the aim of creating awareness in the community on issues relating to the status, rights and problems of women.

- Grants are provided by the Tamil Nadu Social Welfare Board to Voluntary Organizations to conduct Awareness Generation Camps on issues relating to women in Rural areas.
- Although the main objective of the scheme is to raise awareness among women in the community on issues relating to their status, rights and problems, it is also envisaged that the programme will be used for building consciousness regarding women's issues among the community at large especially among men.

The scheme consists of conducting survey in the target villages, organizing 8 days camp and a follow up camp for 2 days. Each camp may have 25-30 women. Rs.10,000/- per camp is being provided as grant.

Name of programme/ scheme	:	Awareness Generation Programme
Duration of the Programme	:	On going scheme
Objective of the Programme	:	<ul style="list-style-type: none"><li>• To identify the needs of rural and poor women.</li><li>• To increase women's active participation in fulfillment of those needs and other allied programmes.</li><li>• To orient the women through awareness camps in a manner in which they can involve themselves in efforts to meet their felt need in the area of social development.</li><li>• To enable women to organize themselves and strengthen their participation in</li></ul>

		decision – making in the family and in the community to deal with social issues including atrocities on women and children.		
Physical and financial targets of the programme (for the last year)	:	Year	Physical Target	Financial Target
		2007-08.	176 Voluntary Organisation and 182 camps, 4550 women	Rs. 20.00 Lakhs
Eligibility of Beneficiary	:	<ul style="list-style-type: none"> <li>• The Voluntary Organisation will survey the area where it wants to organize the camp.</li> <li>• The Voluntary Organisation should be normally engaged in Social work for the minimum period of 3 years.</li> <li>• The Managing Committee should have adequate number of female members.</li> <li>• The Voluntary Organisation should have facilities, resources, personnel,</li> <li>• Managerial skill and experience to initiate the scheme.</li> <li>• The financial position should be sound.</li> <li>• It should be open to all citizens of India without any discrimination on account of religion, race, caste or language.</li> </ul>		
Procedure for Applying		Awareness Generation Programme is a partially decentralized programme i.e., Tamil Nadu Social Welfare Board is authorized to sanction upto 2 camps and above 2 camps it will forward the proposal to the Central Social Welfare Board.		

**13-1-D. STATE GOVERNMENT FUNDED PROGRAMME**

The State Government also provides funds to the State Board to assist Voluntary organizations.

**STATE GOVERNMENT GRANT OR GOVERNMENT GRANT**

- The Government of Tamilnadu provides Rs.10 lakhs every year to the State Board to help the unaided voluntary organizations for creating infrastructure facilities for activities like crèche programme balwadi, recreational centre for children / women etc.
- An amount of Rs.5,000/- is being given as grant on 50:50 matching basis (i.e.,) The Institution should also contribute the equal or more amount of grant of Rs. 5000/- and hence this programme is otherwise known as “Matching Grant”.

Name of programme/ scheme	State Government Grant (Matching Grant)			
Duration of the Programme	:	On going scheme		
Objective of the Programme	:	To create infrastructure facilities for the unaided Voluntary Organisations.		
Physical and financial targets of the programme (for the last year)	:	Year	Physical Target	Financial Target
		2007-08.	200 Institutions	Rs. 10.00 lakhs
Eligibility of Beneficiary	:	<ul style="list-style-type: none"><li>• The Institution should be unaided.</li><li>• Should be functioning in Rural / Slum areas.</li><li>• The Institution should be given sanction once in three years.</li></ul>		



Pre-requisites for the benefit	:	--
Procedure to avail the benefits of the programme	:	<p>The scheme is implemented through Voluntary Organisation. The Voluntary Organisation should apply in the prescribed format to the Tamil Nadu Social Welfare Board . The Tamil Nadu Social Welfare Board will scrutinize the application. Based on the needs and deserving nature, the Institutions have been identified and selected for sanction.</p>
Criteria for deciding eligibility	:	<p>A voluntary organization should be registered under an appropriate Act 1860 or corresponding State Acts. Public Trust should be registered under any law for the time being in force. The Voluntary Organisation should apply for the programme with the following documents.</p> <ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Annual Report for the last years.</li> <li>3. Copy of Trust Deed / Societies Registration Act</li> <li>4. Memorandum / Bye Laws / Rules and Regulations duly signed by the Secretary.</li> <li>5. List of Managing Committee Members / Board of Trustees with the names, designations and addresses.</li> <li>6. Last three years Audited Accounts.</li> <li>7. Details of the bank account with the name and address of the bank.</li> <li>8. Information relating to grants received from State Government/ Local Bodies.</li> </ol>

### 13.1.E. STATE FAMILY COUNSELLING CENTRE

The Government of Tamil Nadu is assisting 6 Voluntary Organisations to implement Family Counselling Centre through the Tamil Nadu Social Welfare Board.

- The State Government gives Rs.80,000/- per annum to run Family Counselling Centre,
- Six such centers are functioning with the assistance from the State Government.

Name of programme/ scheme		State Family Counselling Centre		
Duration of the Programme	:	On going scheme		
Objective of the Programme	:	<ul style="list-style-type: none"> <li>• To view to understand the problems confronting the family, make-up with the emphasis on the problem faced by the women.</li> <li>• To provide counseling and guidance services to those prone to exploitation, discord and maladjustment.</li> <li>• To provide preventive, curative and rehabilitative services to women who are victims of atrocities.</li> </ul>		
Physical and financial targets of the programme (for the last year)	:	Year	Physical Target	Financial Target
		2007-08.	5 Voluntary Organisations and 1200 women	Rs. 4.80 lakhs
Eligibility of Beneficiary	:	<ul style="list-style-type: none"> <li>• The Voluntary Organisation should be registered under Appropriate Act.</li> <li>• The Voluntary Organisation should be normally engaged in Social work for the minimum period of 3 years.</li> <li>• The Managing Committee should have adequate number of female members.</li> </ul>		

		<ul style="list-style-type: none"> <li>• The Voluntary Organisation should have facilities, resources, personnel, Managerial skill and experience to initiate the scheme.</li> <li>• The financial position should be sound.</li> <li>• It should be open to all citizens of India without any discrimination on account of religion, race, caste or language.</li> </ul>
Pre-requisites for the benefit	:	<ul style="list-style-type: none"> <li>• The Family Counselling Centre should be generally located in a town where referral services like police assistance, free legal aid, short stay facility etc. is easily available.</li> </ul>
Procedure to avail the benefits of the programme	:	The scheme is implemented through Voluntary Organisation. The Voluntary Organisation should apply in the prescribed format to the Tamil Nadu Social Welfare Board . The Tamil Nadu Social Welfare Board will scrutinize the application. Based on the needs and deserving area, the Institutions have been identified and selected for sanction.
Criteria for deciding eligibility	:	<p>A voluntary organization should be registered under an appropriate Act 1860 or corresponding State Acts. Public Trust should be registered under any law for the time being in force. The Voluntary Organisation should apply for the programme with the following documents.</p> <ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Annual Report for the last 3 years.</li> <li>3. Copy of Trust Deed / Societies Registration Act</li> <li>4. Memorandum / Bye Laws / Rules and Regulations duly signed by the Secretary.</li> <li>5. List of Managing Committee Members / Board of Trustees with the names, designations and addresses. Members of the institution are not related each other certificate.</li> <li>6. Last three years Audited Accounts.</li> <li>7. Details of the bank account with the name and address of the bank.</li> <li>8. Information relating to grants received from State Government/ Local Bodies.</li> </ol>

13-1-F

ஆறுமுகம் ஆறுமுகம் ஆறுமுகம் ஆறுமுகம்

This programme is the continuation of Welfare Extension Projects run by local Mahalir Mandrams in rural areas. The Board meets 75% of the expenditure. 4 Institutions are running 4 centres. Balwadi, Nutrition, Social Education and Craft are the main activities of the project. 100 Children / women are benefited. Rs. 0.42 lakhs is aided under this programme in 2007-2008.

Name of programme/ scheme	Mahila Mandal Programme (Centralised Scheme) Direct release from Central Social Welfare Board.			
Duration of the Programme	:	On going scheme		
Objective of the Programme	:	<ul style="list-style-type: none"> <li>To render financial assistance to existing Volunteer Organisations engaged in social welfare activities for women and children.</li> </ul>		
Physical and financial targets of the programme (for the last year)	:	Year	Physical Target	Financial Target
		2007-08.	4 Voluntary Organisations and 100 women and children.	Rs. 0.42 lakhs
Pre-requisite	:	<ul style="list-style-type: none"> <li>The Voluntary Organisation should be registered under Appropriate Act.</li> <li>The Voluntary Organisation should be normally engaged in Social work for the minimum period of 3 years.</li> <li>The Managing Committee should have adequate number of female members.</li> <li>The financial position should be sound.</li> <li>It should be open to all citizens of India without any discrimination on account of religion, race, caste or language.</li> <li>The active Voluntary Organisation may be recommended for conducting the</li> </ul>		

		<p>Awareness Generation Programme.</p> <ul style="list-style-type: none"> <li>• The Voluntary Organisation also involve / hire the services of other groups like cultural groups, Theatre groups, Folk art group etc. to make the camp more effective.</li> </ul>
Procedure to avail the benefits of the programme	:	<p>The scheme is implemented through Voluntary Organisation. The Voluntary Organisation should apply in the prescribed format to the Tamil Nadu Social Welfare Board . The Tamil Nadu Social Welfare Board will scrutinize the application. Based on the needs and deserving area, the Institutions have been identified and selected for sanction.</p>
Criteria for deciding eligibility	:	<p>A voluntary organization should be registered under an appropriate Act 1860 or corresponding State Acts. Public Trust should be registered under any law for the time being in force. The Voluntary Organisation should apply for the programme with the following documents.</p> <ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Annual Report for the last 3 years.</li> <li>3. Copy of Trust Deed / Societies Registration Act</li> <li>4. Memorandum / Bye Laws / Rules and Regulations duly signed by the Secretary.</li> <li>5. List of Managing Committee Members / Board of Trustees with the names, designations and addresses.</li> <li>6. Last three years Audited Accounts.</li> <li>7. Details of the bank account with the name and address of the bank.</li> <li>8. Information relating to grants received from State Government/ Local Bodies.</li> </ol>

### **13.1 . G. FAMILY COUNSELLING CENTRES**

Women's Organizations and other voluntary social welfare organizations engaged in work relating to women's issues can avail grants from Social Welfare Board for setting up Family Counselling Centres. The Family Counselling Centres are expected to provide counselling, referral and if possible, rehabilitative services to women victims of atrocities in the family and society and also to others affected by family and social problems and disputes.

- The Family Counselling Centre should work in close collaboration with local authorities e.g., Police and institutions like Short Stay Homes etc.
- The institution should appoint 2 Counsellors, holding Masters Degree in Social Work or Psychology. Atleast one Counsellor should be a woman. The Family Counselling Centre is expected to intervene in 'crisis' situation and also in cases of atrocities against women.

Maximum amount of Rs.2,16,000/- is provided in City and Rs. 1,80,000 in outer side of City as grant per centre per year.

### 13.1.H. COUNSELLING CENTRE IN WOMEN'S PRISONS

With the aim to help the women in Women's Prison (Mahila Jails) who are facing social, legal, psychological and other problems in detention and also to rehabilitate those who are released from jail, to enable them to join the main stream of life / society, voluntary organizations are assisted to run counselling centers in /women's Prisons.

Five such counselling centers are functioning in Chennai, Vellore, Trichy, Thiruvarur and The Nilgiris during 2007– 2008.

Family Counselling Centres are functioning in three All Women Police Stations in Chennai City at Thousandlights, Adayar and Esplanade Police Stations, to help the women who come with problems to these Police Stations.

Name of programme/ scheme		Family Counselling Centre		
Duration of the Programme	:	On going scheme		
Objective of the Programme	:	<ul style="list-style-type: none"> <li>• To strengthen the social fabric by preventing from breaking up and promoting harmony in the family.</li> <li>• To view to understand the problems confronting the family, make-up with the emphasis on the problem faced by the women.</li> <li>• To provide counseling and guidance services to those prone to exploitation, discord and maladjustment.</li> <li>• To provide preventive, curative and rehabilitative services to women who are victims of atrocities.</li> </ul>		
Physical and financial targets of the programme (for the last year)	:	Year	Physical Target	Financial Target

		2007-08.	60 Voluntary Organisation 16940 women 5 Prison F.C.C.	Rs.107.10 lakhs
Eligibility of Beneficiary	:	<ul style="list-style-type: none"> <li>• The Voluntary Organisation should be registered under Appropriate Act.</li> <li>• The Voluntary Organisation should be normally engaged in Social work for the minimum period of 3 years.</li> <li>• The Managing Committee should have adequate number of female members.</li> <li>• The Voluntary Organisation should have facilities, resources, personnel, Managerial skill and experience to initiate the scheme.</li> <li>• The financial position should be sound.</li> <li>• It should be open to all citizens of India without any discrimination on account of religion, race, caste or language.</li> </ul>		
Pre-requisites for the benefit	:	-----		
Procedure to avail the benefits of the programme	:	<p>The scheme is implemented through Voluntary Organisation. The Voluntary Organisation should apply in the prescribed format to the Tamil Nadu Social Welfare Board . The Tamil Nadu Social Welfare Board will scrutinize the application. Based on the needs and deserving nature, the Institutions have been identified and selected for sanction.</p>		
Criteria for deciding eligibility	:	<p>A voluntary organization should be registered under an appropriate Act 1860 or corresponding State Acts. Public Trust should be registered</p>		



	<p>under any law for the time being in force. The Voluntary Organisation should apply for the programme with the following documents.</p> <ol style="list-style-type: none"><li>1. Application in the prescribed format.</li><li>2. Annual Report for the last 3 years.</li><li>3. Copy of Trust Deed / Societies Registration Act</li><li>4. Memorandum / Bye Laws / Rules and Regulations duly signed by the Secretary.</li><li>5. List of Managing Committee Members / Board of Trustees with the names, designations and addresses.</li><li>6. Last three years Audited Accounts.</li><li>7. Details of the bank account with the name and address of the bank.</li><li>8. Information relating to grants received from State Government/ Local Bodies.</li></ol>
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13-1- I. SHORT STAY HOME

These Homes are meant primarily for those women and girls who are either exposed to moral danger or victims of family discord and the resulting strain of relationship or emotional disturbance. These Homes are not to be equated with destitute Homes or orphanages or Homes for the aged and infirm.

- Any women within the age group of 15 to 45 years, who are on moral danger, who are thrown out of their homes on account of martial discord, harassment by spouses / in-laws / others, who face threat in life, or put into constant emotional disturbances; commercial sex-workers, who desire to come out of the profession can find shelter into this Home temporarily, till such time they come out of the crisis and get rehabilitation.
- Provision is made in the scheme to appoint a Superintendent, a Counsellor and a Rehabilitation Officer to help in the rehabilitation of inmates.
- Forty two Short Stay Homes are functioning in Tamilnadu.

(Application for this programme should be submitted to the State Government)

Name of programme/ scheme	:	Short Stay Home (Centralised Programme) Direct Sanction by Central Social Welfare Board
Duration of the Programme	:	On going scheme
Objective of the Programme	:	<ul style="list-style-type: none"> <li>• To provide home, away from the home for the women who are put into harrasment and atrocities by their spouses or others</li> <li>• To provide preventive, curative and rehabilitative services to women who are</li> </ul>

		victims of atrocities.		
Physical and financial targets of the programme (for the last year)	:	<b>Year</b>	<b>Physical Target</b>	<b>Financial Target</b>
		2007-08.	42 Voluntary Organisation 1260 women	Rs.245.00 lakhs
Eligibility of Beneficiary	:	<ul style="list-style-type: none"> <li>• The Voluntary Organization should be registered under Appropriate Act.</li> <li>• The Voluntary Organization should be normally engaged in Social work for the minimum period of 3 years.</li> <li>• The Managing Committee should have adequate number of female members.</li> <li>• The Voluntary Organization should have facilities, resources, personnel, Managerial skill and experience to initiate the scheme.</li> <li>• The financial position should be sound.</li> <li>• It should be open to all citizens of India without any discrimination on account of religion, race, caste or language.</li> </ul>		

Pre-requisites for the benefit	:	-----
Procedure to avail the benefits of the programme	:	The scheme is implemented through Voluntary Organization. The Voluntary Organization should apply in the prescribed format to the Commissionarate of Social Welfare, Chepauk, Chennai 5. Based on the needs and deserving area, the Institutions have been identified and selected for sanction.

Criteria for deciding eligibility	:	<p>A voluntary organization should be registered under an appropriate Act 1860 or corresponding State Acts. Public Trust should be registered under any law for the time being in force. The Voluntary Organization should apply for the programme with the following documents.</p> <ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Annual Report for the last 3 years.</li> <li>3. Copy of Trust Deed / Societies Registration Act</li> <li>4. Memorandum / Bye Laws / Rules and Regulations duly signed by the Secretary.</li> <li>5. List of Managing Committee Members / Board of Trustees with the names, designations and addresses.</li> <li>6. Last three years Audited Accounts.</li> <li>7. Details of the bank account with the name and address of the bank.</li> <li>8. Information relating to grants received from State Government/ Local Bodies.</li> </ol>

### 13.1.J. WOMEN HELPLINE

Help Line is a Project launched by Government of India, Ministry of Human Resources Development, Department of women and Child Development in collaboration with the Voluntary Organizations.

- Help Line is a 24 hour phone emergency outreach programme for women and girls in distress and in moral danger needing immediate protection and shelter.
- It responds to the need of such women and girls and links them to long term services as per their requirements and availability of the service.

With the increase of rate in crime against women and girls, changing social scenario, social changes like break-up of Joint family system, family maladjustment rapid urbanization and an increased obsession with material gains leading to alleviated stress levels and absence of support system has given rise to emotional problems like loneliness, depression, inter-personal conflict, suicidal feelings etc. It is in these circumstances that the women and girls need the services of help line.

### 13.1.K. CRECHES FOR THE CHILDREN OF WORKING AND AILING MOTHER

The Central Social Welfare Board, New Delhi provides financial assistance to organizations to set up crèche units for the children of working and ailing mothers belonging to the lower income groups. Children of the age group of 0-6 years can be covered under this scheme.

- To give a helping hand to women, working in un-organised sectors children of ailing mothers and working women, Creche programme was initiated.
- The children from 0-6 years are looked after by trained Creche workers from morning till evening. The children are provided with nutritional diet, recreational & educational facilities for their physical and mental growth.
- Only in the areas where there are no Anganwadi centres, this scheme is implemented through registered NGO.
- Nutrition Diet is the main component of the crèche scheme.
- Budget details are shown below.
- Each unit consists of 25 children who are provided with sleeping facilities, health-care, supplementary nutrition, immunization etc. An amount of Rs.42384/- per annum per Creche is provided as grant.

The Budget details are as follows:

#### **Budget Details:**

Financial assistance is given to the implementing agency for each Creche Unit of 25 children @ Rs.42384/- per annum for recurring expenditure and Rs.10000/- for non-recurring items. After completion of 5 years, a sum of Rs.5000/- is given as replacement grant for each unit. The detailed budget break-up is as follows:

<u>Head</u>	<u>Amount (in Rs.)/annum</u>
1. Salary of 2 creche workers @ Rs.2000/-p.m.	24000
2. Nutrition for children (Rs.1217/-p.m.per crèche)	14604
3. Contingencies & emergency medicines @ Rs.315/-p.m.per crèche	3780
<b>Total</b>	<b>42384</b>

Note: The grantee institution shall have to contribute an additional 10% of the above budget as its matching share towards nutrition and contingent expenses.

Duration of the Programme	:	On going scheme			
Objective of the Programme	:	<ul style="list-style-type: none"> <li>To give a helping hand to women, working in un-organised sectors children of ailing mothers and working women, Creche programme was initiated.</li> <li>The children are provided with nutritional diet, recreational &amp; educational facilities for their physical and mental growth.</li> </ul>			
Physical and financial targets of the programme (for the last year)	:	<b>Physical</b>		<b>Financial (in lakhs)</b>	
		Target	Achievement	Target	Achievement
		1388 units	1388 units (34700 children)	588.00	588.00
Eligibility of Beneficiary	:	<ul style="list-style-type: none"> <li>The Scheme is implemented thro' Non-Governmental Organisation which are registered under an appropriate act.</li> <li>The organisation should have completed 2 years of registration.</li> <li>It should have a properly constituted Managing Committee with its powers, duties and responsibilities clearly defined. The office bearers of the</li> </ul>			

		<p>Management Committee should not be related to each other</p> <ul style="list-style-type: none"> <li>• Should have facilities resources personal skill and experience to initiate the activity for which the grant is required.</li> <li>• Its financial position should be sound.</li> </ul> <p>The activity of the organisation should be opened to all citizen of India without any distinction of religion / race / caste,language, creed or colour.</p>
Pre-requisites for the benefit	:	<ul style="list-style-type: none"> <li>• The NGO should apply for the grant in the prescribed format.</li> <li>• Copy of the registration Certificate.</li> <li>• Copy of memorandum / articles of association / byelaws.</li> <li>• Last 3 years Auditor's Account, Annual Report for last 3 years.</li> <li>• List of current Managing Committee members.</li> <li>• Latest annual report.</li> </ul>



## CHAPTER – 14 ( Manual – 13)

### Particulars of Recipients of Concessions, permits or authorization granted by it

No such schemes are implementing by the Board.

#### 14.1 Please provide the information as per the following format

- Name of the programme
  - Type (Concession / permits / Authorization)
  - Objective
  - Targets set (for the last year)
  - Eligibility
  - Criteria for the eligibility
  - Pre-requisites
  - Procedure to avail the benefits
  - Time limit for the concession / permits / Authorization
  - Application fee (where applicable)
  - Application format (where applicable)
  - List of attachments (Certificates / documents)
  - Format of Attachments
- } Not applicable

List of beneficiaries in the format given below:

Sl.No./ Code	Beneficiary	Validity period	Parent/ Guardians	Address			
				District	City	Town/ Village	House No.

Also provide the following information for concession.

- Details of benefit given
  - Distribution of benefits
- } Not applicable

## Chapter – 15 (Manual – 14)

### Norms set by it for the discharge of its functions

The applications received by the Board from the Non-Governmental Organisations will be processed and eligible applications will be placed in the Board for consideration of sanction and also recommending to Central Social Welfare Board, New Delhi.

#### 15.1. Please provide the details of the Norms/Standards set by the department for execution of various activities / programmes.

Norms for the Non-Governmental Organizations to apply for the scheme of Central Social Welfare Board.

1. It should be registered under an appropriate Act or be a regularly constituted branch of a registered welfare organization (mere affiliation to a registered body will not suffice for this purpose).
2. Office bearers of the institution should not be related to each other.
3. The organization should have completed at least 2 years after registration in order to be eligible for grants from the Board under any scheme, except in the scheme of Family Counselling Centres where completion of 3 years after registration is required Relaxation may however, be made (i) in case of institutions in hilly, remote, border and backward or tribal areas, (ii) in case of those institutions which provide specialised services where these are not available; and (iii) in case where the need for starting an altogether new service is recognised. This requirement does not apply to branches which have been started by well established national/state level organizations in remote and needy areas.

4. It should have a properly constituted Managing Committee with its powers ,duties and responsibility clearly defined and laid down in a written constitution.
5. It should have facilities, resources, personnel, managerial skill and experience to initiate the activity for which the grant is required.
6. Its financial position should be sound and it should be in a position to raise such additional funds, as may be required, to complete the programme for which assistance is given by the Board and in addition, where necessary, to continue to maintain the existing level of services from its own resources.
7. The activities of the institution should be open to all citizens of India without any distinctions of religion, race, caste or language.
8. There should be minimum 1/3 of female members in its managing committee.

## Chapter – 16 ( Manual – 15)

Information available in an electronic form

Yes.

16.1. Please provide the details of the information related to the various schemes, which are available in the electronic format.

All schemes implemented through Tamil Nadu Social Welfare Board

Refer Web cite ; [www.cswb](http://www.cswb.gov.in) .gov.in

## Chapter – 17 ( Manual – 16)

### Particulars of the facilities available to citizens for obtaining information

About the organizational structure and schemes of Central Social Welfare Board.

17.1.Means, methods of facilitation available to the public, which are adopted by the department for dissemination of information.

- Office Library.
- Through News Paper
- Brouchers / Pamphlets
- Over phone and E-Mail
- Exhibition
- Notice Board
- Inspection of records in the office
- Printed manual available

Joint Secretary