

**DIRECTORATE OF SOCIAL WELFARE  
ANDAMAN & NICOBAR ADMINISTRATION  
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**38. SOCIAL WELFARE**

SL.NO	SERVICES/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	<ul style="list-style-type: none"> <li>➤ Residence /Domicile Certificate/Local Certificate/Islander Identity card</li> <li>➤ Age proof certificate</li> <li>➤ Monthly income Certificate from Revenue Authorities certifying that the income of the applicant does not exceed Rs. 4000/- per month</li> <li>➤ Bank account number and Aadhaar number</li> <li>➤ Duly filled in prescribed application form.</li> </ul>	Probation Officer(JH)	45 days	Director(SW)
2.	Destitute Allowances	<ul style="list-style-type: none"> <li>➤ Residence/Domicile Certificate/Local Certificate/Islander Identity card</li> <li>➤ Monthly income Certificate from Revenue Authorities certifying that the income of the applicant does not exceed Rs. 4000/- per month</li> <li>➤ An Affidavit stating the eligibility of the person for sanction of allowance</li> <li>➤ Bank account number and Aadhaar number</li> <li>➤ Duly filled in prescribed application form.</li> </ul>	Welfare Officer(Women)	45 days	Director(SW)
3.	Widow Pension	<ul style="list-style-type: none"> <li>➤ Residence/Domicile Certificate/Local Certificate/Islander Identity</li> <li>➤ Monthly income Certificate from Revenue Authorities certifying that the income of the applicant does not exceed Rs. 4000/- per month</li> <li>➤ 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</li> <li>➤ Duly filled in prescribed application form.</li> </ul>	Welfare Officer(Women)	45 days	Director(SW)

4.	Disability Allowance (Divyangjan)	<ul style="list-style-type: none"> <li>➤ Residence/Domicile Certificate/Local Certificate/Islander Identity card</li> <li>➤ Certificate issued by competent Medical authority showing disability of 40% or more.</li> <li>➤ Copy of disability identity card issued by the Social welfare department.</li> <li>➤ Aadhaar card and Bank account number</li> <li>➤ Duly filled in prescribed application form.</li> </ul>	Probation Officer (JH)	45 days	Director(SW)
5.	Admission in Children's Home for Boys at Ferrargunj	<ul style="list-style-type: none"> <li>➤ Residence/Domicile certificate.</li> <li>➤ Age Proof Certificate</li> <li>➤ Copy of Medical certificate stating that the person doesn't have any infectious/communicable diseases.</li> <li>➤ Income certificate of parents issued by a Revenue Authority.</li> <li>➤ A child referred by Juvenile Justice Board/Child Welfare Committee</li> </ul>	CDPO(Ferrargunj)	5 days	Director(SW)
6.	Admission in Home for Orphan girls	<ul style="list-style-type: none"> <li>➤ Residence/Domicile certificate.</li> <li>➤ Age Proof Certificate</li> <li>➤ Copy of Medical certificate stating that the person doesn't have any infections/communicable diseases.</li> <li>➤ Income certificate of parents issued by a Revenue Authority.</li> <li>➤ A child referred by Juvenile Justice Board/Child Welfare Committee</li> </ul>	Welfare Officer(Women)	5 days	Director(SW)
7.	Admission in Old Age Home at Ferrargunj	<ul style="list-style-type: none"> <li>➤ Copy of age proof of above 60 years.</li> <li>➤ Residence/Domicile certificate.</li> <li>➤ Copy of medical certificate stating that he doesn't have any infectious/communicable diseases.</li> <li>➤ Income certificate issued by a Revenue Authority not exceeding Rs. 60,000/- annually.</li> </ul>	CDPO(UP)	5 days	Director(SW)

8.	Admission in Home for Persons with disabled(Divyangjan)	<ul style="list-style-type: none"> <li>➤ Residence/Domicile certificate.</li> <li>➤ Age Proof Certificate</li> <li>➤ Copy of Medical certificate stating that the person doesn't have any infectious/communicable diseases.</li> <li>➤ Income certificate of parents issued by a Revenue Authority.</li> <li>➤ Certificate from a competent Medical Authority showing 60% or more disability.</li> </ul>	CDPO(Ferrargunj)	5 days	Director(SW)
9.	Sanction of incentives under Indira Gandhi MatritvSahyogYojana (for South Andaman District only)	<ul style="list-style-type: none"> <li>➤ Proof of Registration of Pregnancy.</li> <li>➤ Proof of Registration of birth of the child.</li> <li>➤ Proof that the child has received BCG, DPT I,II &amp; III and three OPV doses</li> <li>➤ Bank account number.</li> <li>➤ Aadhaar number</li> </ul>	CDPO Urban Project & CDPO Ferrargunj (in respect of their respective projects)	30 days (subject to availability of Fund)	Director(SW)

Programme Officer (ICDS)