

CITIZENS' CHARTER

INTRODUCTION

The Department of Hindu Religious Institutions undertakes all earnest steps to ensure that all the temples situated in the Union Territory of Puducherry, carry out their daily religious activities in accordance with the "Agama" and other common religious principles and thereby guide people in the divine path through daily poojas.

The functions of this department are explained one by one hereunder. This department shall be approached for the actions stated therein with regard to religious practices.

ADMINISTRATION OF TEMPLE

As per the provisions contained in the Puducherry Hindu Religious Institutions Act, 1972 and the Rules framed there under, this department constitutes a Board of Trustees comprising a panel of five members, having term of office for a period of three years, from among the local residents of notable importance in order to promote good administration in temples. As a stop gap arrangement a Government servant is being appointed as a Special Officer to temples where good terms for the constitution of Board of Trustees is not prevailing. The Special Officer in addition to his routine duties looks after the administration of the temple purely on honorary basis. Further, Renovation Committee is being appointed to the temples to undertake renovation upon the request made by the concerned temple authorities. The total number of temples coming under the purview of this Department is 243 (Puducherry - 189, Karaikal – 51, Yanam – 3).

GOVERNMENT GRANT FOR RENOVATION

TEMPLES

As per Hindu "Agama" every temple situated in the Union Territory of Puducherry, has to be renovated once in twelve years in order to refurbish the temple by the conduct of 'Ashtabanthanam' and consecration of 'Kumbabishegam/Samroksanam' and thereby enabling people of the vicinity to get the divine blessings bestowed upon them. The Government arranges to provide grant-in-aid for this purpose. To apply for grant, the concerned temple authority shall submit Plan & Estimates duly prepared by a registered Engineer, copy of resolution passed by the temple authority, annual budget of the temple for the preceding years, photographs showing the present condition of the temple. After due inspection by the official of this Department, the estimates shall be sent to the competent authority for technical approval. The application shall be processed within a period of one month and sanction of first instalment of two-third government grant shall be considered upon on the one-third matching contribution realized from the public upon the approved plan and estimate and in accordance with the financial position of the Government within a period of three months. The prescribed Application Form in this regard is given in Annexure-I.

One time financial assistance to the tune of Rs.2,50,000 is being extended in two instalments to temples not coming under the purview of this department and situated in Adi-Dravidar colonies/Economically Weaker Section Areas towards the purchase of building materials for renovation and special repair works. To apply for sanction of financial assistance, the concerned temple authority shall submit an application in prescribed format, Plan & Estimates duly prepared by a registered Engineer, patta copy / document to support that the land in which the temple is situated belongs to the temple. If not, a Certificate obtained from the concerned Taluk Office indicating the R.S. No. Extent of the land, title/ownership etc is to be furnished. If owned by a private person, document for having donated the land in the name of the temple is to be furnished, along with photographs showing the present condition of the temple and a copy of the Bank Account held in the name of the temple. After due inspection by the official of this Department, the estimates shall be sent to the competent authority for technical approval. The application shall be processed within a period of one month and sanction of first instalment of financial assistance shall be considered depending upon the financial position of the Government within a period of three months. The prescribed Application Form in this regard is given in Annexure-II.

WAKFS/MOSQUES

Similarly, Government grant-in-aid is being extended to Wakfs/Mosques for renovation and special repair works through the Puducherry Wakf Board, based on the donations realized from the public and the financial position of the Government.

Education scholarship to Minority Muslim students:-

Educational scholarship / ad-hoc grant etc. is extended by the Puducherry State Wakf Board on government grant, to minority muslim students, who fulfill the eligibility criteria. The scheme, at the prescribed quantum per annum, shall apply for the students undergoing the following courses.

| | |
|--|-------------|
| i) H.Sc – 1st & 2nd Year / Madarassa Education | - Rs.1000/- |
| ii) Diploma courses | - Rs.1500/- |
| iii) Bachelor Degree Courses (U.G) | - Rs.2000/- |
| iv) Master Degree Courses (P.G) | - Rs.3000/- |
| v) Technical / Professional Courses | - Rs.8000/- |

GOVERNMENT GRANT FOR ORU KALA POOJA

Grant of financial assistance of Rs.20,000 per annum per temple is being extended to the temples in the Union Territory of Puducherry having poor resources to meet out the expenses towards the performance of Oru Kala Pooja. To apply for sanction of grant, the concerned temple authority shall submit an application in prescribed format, copy of

document regarding the land in which the temple is situated, along with photographs showing the present condition of the temple and a copy of the Bank Account held in the name of the temple. Further, financial assistance at Rs.1,000 and Rs.500 per annum per temple is being granted to meet out the expenses incurred towards the Current Consumption Charges and Water Consumption Charges respectively on production of bills paid by the temple authority. The processing time shall be 15 days. Financial assistance shall be sanctioned in three months time depending upon the availability of funds. The prescribed Form is given in Annexure-III.

TRAINING CLASSES IN VEDA/DEVARAM

Training classes in Veda, Devaram and Nalayira Divya Prabantham required for divine worship/Poojas are being conducted in Saivaite and Vainavaite temples to the eligible candidates by receiving applications from some of the important temples of Puducherry region. The processing time shall be 15 days and honorarium to the pandits shall be given @ Rs.1,000 p.m. once in three months on furnishing attendance particulars of the students who attended the veda classes. The Application Form for this given in Annexure-IV.

FINANCIAL ASSISTANCE TO THE FAMILY OF TEMPLE EMPLOYEES

Under 'Group Insurance Scheme' an amount of Rs.5,000 and under 'Chief Minister's Welfare Fund' an amount of Rs.20,000 are being granted to the family of the temple employee who expire while in service. The Application Forms are given in Annexure-V & VI.

The Department of Hindu Religious Institutions is now functioning at No.25 (Upstairs) Lauriston Street, Puducherry. The contact numbers of the Special Secretary (HRI) and Commissioner (HRI) are mentioned here-below:-

- | | | |
|------|--|---------|
| (i) | K. Mahes,I.A.S., Secretary Hindu Religious Institutions, Puducherry | 2233303 |
| (ii) | A. Sivasankaran, Commissioner-cum-Under Secretary (Temples and Wakf) Hindu Religious Institutions & Wakf Puducherry | 2299561 |

ANNEXURE-I

**APPLICATION FOR GOVERNMENT GRANT FOR IMPROVEMENT OF THE
RELIGIOUS INSTITUTIONS**

1. Name of the Religious Institution :
2. Commune in which Religious Institutions is situated :
3. Purpose for which grant-in-aid is required :
4. (i) Renovation :
- (ii) Special Repairs :
- (iii) Repairs :
- (iv) Alteration of any structure of the building:
5. Annual income of the Religious Institution—
 - (i) From property : Rs.
 - (ii) From other sources : Rs.
6. Amount of grant-in-aid applied for : Rs.
7. Total estimated cost of the work : Rs.
(Plan & Estimate of the work to be attached)
8. Is there a Renovation Committee? : Yes/No
9. Is there a Board of Trustees now? : Yes/No
10. (i) What is the Composition? :
- (iii) State the name of the President / Special Officer :
11. Brief history of the Religious Institution :
(Please enclose separately)
12. Please state whether the work for which Assistance is sought for could not be undertaken
From the institution's own funds :
13. Duration of the work :
14. Outstanding liability :
15. Year in which last Kumbabishegam held :

Signature and Designation of the Temple Authority

ANNEXURE-II

**APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE FOR CARRYING OUT RENOVATION
AND SPECIAL REPAIR WORKS TO HINDU RELIGIOUS INSTITUTIONS**

1. Name of the Religious Institution :
2. Full Postal address with Pin Code :
3. Is there a Board of Trustees/village committee etc.
Furnish details :
4. Name of the President/temple authority with full
Address (Phone No. if any) :
5. Purpose for which financial assistance is applied for
(i) Renovation :
(ii) Special Repairs :
(iii)Repairs:
6. Ownership status of the temple. (Please enclose
document/revenue records) if the land is Government
Puramboke or Municipal land/N.O.C to that effect
may be obtained and furnished. :
7. Whether the religious institution is located in :
Economically weaker section areas/Adi-Dravidar
Colony. If financial assistance for renovation had
Already been extended by the Government.
G.O. No & Date
8. Total annual income from all sources such as hundis
Donations, properties (land, pond, house, vacant sites
Shops, groves) etc. (Certificate in Form-‘B’ obtained
From an officer nominated by the Commissioner, :
Hindu Religious Institutions, to be enclosed)
9. Amount of Grant applied for :
- 10.Total estimated cost of the work :
(Plan & Estimate of the work prepared by a
Registered Engineer and signed by temple
Authorities to be attached. Also enclose
Photographs of the temple taken from various
Directions)
11. Brief history of the Religious Institutions :
(Please enclose separately)

I hereby declare that the information furnished above are true and correct and I have not suppressed any fact that will render the application ineligible for financial assistance.

Signature and Designation of the Authority

ANNEXURE-III

**APPLICATION FOR GRANT-IN-AID TO PERFORM ORUKALA
POOJA/ MEET ELECTRICITY CONSUMPTION CHARGES/ MEET WATER
CONSUMPTION CHARGES/ DESILTING TANKS/WELLS IN
HINDU RELIGIOUS INSTITUTIONS HAVING POOR RESOURCES**

1. Name of the Religious Institution :
2. Full Postal Address with Pin Code :
3. Name of the President/Special Officer
Of the religious Institution with Address
And Phone No if any :
4. Whether the Religious Institution is under the
Purview of Puducherry Hindu Religious
Institution Act, 1972 or located in
Economically Weaker Section areas
/ Adi-Draavidar Colonies for which financial
assistance for renovation has already been
extended by the Government.
If so, the G.O. No. And date :
5. Purpose for which grant-in-aid is applied for :
6. (i) If the grant-in-aid is applied for meeting
Electricity/Water Consumption Charges
Please furnish the policy No. (Proof to be
Attached) :
(ii) If the grant-in-aid is applied for desilting
Temple tank/Ponds/Wells, Please furnish
the total area of the Tank/pond/well
together with estimated cost of expenditure.
(Proof to be Attached)
7. Total annual income from all sources such as
Hundis, donations, properties (land,pond,house
vacant sites, shops, groves), etc. [Certificate
In Form II obtained from an officer nominated
By the Commissioner, Hindu Religious
Institutions, to be enclosed] :

UNDERTAKING

I hereby declare that the information furnished above is true and correct and I have not suppressed any fact that will render the application ineligible for grant-in-aid.

*Signature or Thumb-impression of
the President/ Special Officer Seal of the Hindu
Religious Institutions*

ANNEXURE-IV

APPLICATION FOR TRAINING CLASSES FOR DEVARAM AND THIRUMURAI

1. Name :
2. Sex : Male / Female
3. Father's / Husband's Name :
4. (i) Religion :
- (ii) Caste :
5. (i) Date of Birth :
- (ii) Age :
- (iii) Place of Birth :
- (iv) Whether Resident of Puducherry ? :
6. Permanent Address :
7. Address for Communication :
8. Educational Qualification :
9. Whether knows to read, write and speak tamil
Fluently? :
10. Whether working as temple employee now?:
11. Recommendation of two responsible persons
Of your locality :
12. Name of the temple chosen by the applicant
For training :

UNDERTAKING

I hereby declare that the above said particulars are true, and on joining the training classes i will abide by the rules and regulations in force.

Place :

Date :

Signature of the Candidate

ANNEXURE-V

**APPLICATION FOR THE GROUP INSURANCE SCHEME TO TEMPLE
EMPLOYEES**

1. Name and Location of the Temple :
2. Name and Designation of the temple Employee
3. Father's/Husband's/Wife's Name :
4. Sex : Male / Female
5. Date of Birth :
6. Date of Joining the Duty :
7. Marital Status :
8. Salary and Amount of Grant-in-Aid : Rs.
9. Date of Retirement :
10. Permanent Address of the Temple Employee:
11. Name and Address of the Legal Heir of the
Temple Employee :
12. If the employee has worked in other temples,
Mention its name and address :

Signature of the Temple Employee

Witnesse's signature with address :

(1)

(2)

UNDERTAKING

I hereby declare that the above said particulars are true, Complete and correct
the best of my knowledge and belief.

Place :

Date :

*Special Officer/ Executive
Officer President/ Board of Trustees*

ANNEXURE-VI
**APPLICATION TO BE SUBMITTED BY THE TEMPLE EMPLOYEES
IN SERVICE FOR GETTING FINANCIAL ASSISTANCE FROM
THE CHIEF MINISTER'S WELFARE FUND**

To
The commissioner
Hindu Religious Institutions
Puducherry.

1. Name and Location of the Temple :
2. (i) Name of the Employee :
- (ii) Designation :
- (iii) Sex : Male / Female
- (iv) Age :
3. Date of Joining the Duty :
4. Maital Status :
5. Monthly Salary and Aid :
6. Permanent Address of the Employee :
7. Legal heir of the temple Employee on death,
Relationship to be specified :
8. If the temple employee has worked in other temples,
Mention its name and address :

Signature of the Temple Employee

Witnesse's signature with address :

- (1)
- (2)

UNDERTAKING

The above said particulars are true to the best of my knowledge and belief.
The family of the temple employee is eligible for getting the Chief Minister's Welfare Fund.

Place :
Date :

*President/Board of Trustees
Special Officer / Executive Office*