

MOST IMMEDIATE

No.32/1/2012-Welfare
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Room No.361, Lok Nayak Bhavan,
Khan Market, New Delhi.
Dated the 31st January, 2013

OFFICE MEMORANDUM

Subject: Nomination of Area Welfare Officers for the calendar years 2013 and 2014 for Delhi/ New Delhi.

The undersigned is directed to say that the officers, whose particulars are shown in the enclosed list have been nominated as Area Welfare Officers (AWOs) for the Calendar years 2013 and 2014 for the Areas in Delhi/New Delhi indicated against their names, with the approval of Joint Secretary and Chief Welfare Officer, DOPT.

2. It is further stated that the tenure of the Area Welfare Officers mentioned in the list shall be up to 31-12-2014 or till his/her services are required by the Government or the officer resigns or retires from service, whichever is the earliest. The AWOs will be entitled to avail of the facilities as decided by the Government from time to time. A list of their functions is also enclosed in Annexure-I, along with the list of AWOs.

P Tyagi
(PRATIMA TYAGI)
Director (Canteens)
Ph: 24624722

Encl: As above

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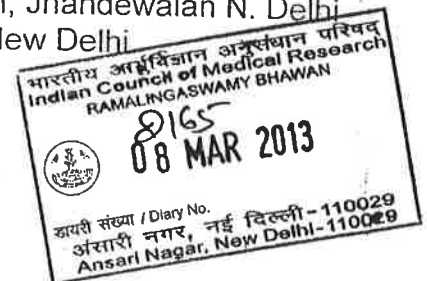
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To

1. All Ministries/Departments of Government of India.
2. Chief Secretary, Govt. of NCT of Delhi.
3. All Area Welfare Officers (As indicated in the list)
4. Secretaries of all recognized RWAs (As per list)
5. Chairman, DTC, I. P. Estate. New Delhi-110 002
6. Commissioner, Kendriya Vidyalaya Sangthan, Shaheed Jeet Singh Marg, New Delhi.
7. Vice Chairman, DDA, Vikas Sadan, INA Colony, New Delhi.
8. Chief General Manager, MTNL, Khurshid Lal Bhawan, N. Delhi.
9. Chief Post Master General, Delhi Circle, Meghdoot Bhawan, Jhandewalan N. Delhi
10. General Manager, Delhi Milk Scheme, West Patel Nagar, New Delhi

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11. Shri Ishwar Singh, Secretary, GKK, Samaj Sadan, Lodhi Road Complex, N. Delhi.
12. DG (Works), CPWD, Nirman Bhawan, New Delhi.
13. NDMC, Palika Kendra, Sansad Marg, New Delhi.
14. DGHS, Ministry of Health, Nirman Bhawan, New Delhi.
15. MCD, Delhi-6.
16. Commissioner, Delhi Police, I. P. Estate, Delhi-2.
17. MD, Mother Dairy Fruit & Vegetable Pvt. Ltd., A-3, Sector-I, Noida (U P) 201 301.
18. MD, Delhi Metro, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, N. Delhi-1.
19. Technical Director, NIC, Lok Nayak Bhawan for uploading the O.M on the Department's website under the Welfare Section.

Note:

- 1) It is requested that the list of Area Welfare Officers may be brought to the notice of all concerned officers/local authorities with the direction that full cooperation should be extended to the AWOs in the matters pertaining to the Central Government Employees of the area under their jurisdiction.
- 2) Nominated AWOs are requested to inform the local authorities Civil/Police Authorities About their nomination as Area Welfare Officer.

P. Tyagi
(PRATIMA TYAGI)
Director (Canteens)
Ph: 24624722

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FUNCTIONS OF AREA WELFARE OFFICER

1. To function as coordinating officer between the CGHS Dispensary and its beneficiaries regarding complaints from either side.
2. To attend to all emergency hospital work like help in expeditious hospitalisation of serious cases, attending to complaints regarding hospital care, etc.
3. To serve on the CGHS Area Advisory Committee for considering suggestions for the improvement of service and facilities.
4. To act as liaison officer for Community Hall and look to its proper functioning and improvement.
5. To act as liaison officer between the Ministry of Personnel, PG and Pensions and the local Association in all matters and disputes and to mediate in election disputes at the request of the parties.
6. To investigate all cases of neighbourly disputes referred to him by the Deptt. of Personnel and furnish report on the basis of which action- can be taken by the Directorate of Estates for shifting the erring party to another locality.
7. To act as liaison officer between the Associations and Municipal authorities in all Companies regarding civic services, water electricity, street lighting, drainage, bus service, sanitary service and vaccination and inoculation services.
8. To act as liaison officer with local police authorities regarding any incident in the locality involving law and order.
9. To act as liaison officer with the Education Directorate regarding complaints about school timing, admission etc.
10. To act as liaison officer between the Co-operative consumer store and the beneficiaries in the area.
11. To act as liaison officer between CPWD authorities and the allottees regarding Complaints lodged with the CPWD Enquiry office for their speedy disposal.
12. To keep in touch with all the social and cultural bodies in the area.
13. To act as liaison officer with all activities of Grih Kalyan Kendra in the area including 'Creche'.
14. To act as liaison officer between the colony and the Central Secretariat Sports Control Board in all activities of the Board.
15. To mediate in family dispute to bring about harmony in the home life in the Context of Home Ministry circular for maintaining the wife in a reasonable comfort and matter relating to notation of monogranacy.
16. To assist and cooperate in campaigns and measures such as vaccination in Oculation blood donation family planning etc., launched by the Ministry of Health and Family Planning.

Note: The above list is only illustrative and not exhaustive.