

IMMEDIATE

No. 32/3/2010-Welfare  
Government of India  
Ministry of Personnel P.G. & Pensions,  
Department of Personnel & Training,  
(Welfare Section)

3<sup>rd</sup> Floor, Lok Nayak Bhavan, New Delhi.  
Dated the 11<sup>th</sup> March, 2011.

**OFFICE MEMORANDUM**

**Subject: Nomination of Area Welfare Officers for the calendar years 2011 and 2012 – regarding.**

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The Department of Personnel & Training nominates Gazetted Officers as Area Welfare Officers (AWOs) for residential colonies to look after the welfare of Central Govt. employees and their families residing in these colonies. This Department invites fresh applications from all Ministries/departments of Government of India for the areas indicated in the enclosed list. As stated in OM of even no. dated 08.09.2010 calling for applications for nomination as AWO, an AWO is only a functional arrangement to provide a link between the Central Government employees residing in various colonies and the concerned civic and other agencies providing service to them. A list of functions of AWO is enclosed. The functions of AWOs are official in nature and are performed by them on honorary and on a voluntary basis. Only those officers who are willing to function as AWO and can spare time for welfare work will be considered for nomination. The AWO serves as a vital link between the Government and residents in various matters relating to the welfare of Government employees residing in various colonies.

2. The tenure of the AWOs shall be for a period of two years (commencing from the date of appointment and upto 31.12.2012) or till the services are required by the Govt. whichever is earlier. The AWOs are entitled to use office stationery and service postage stamps etc. for discharging their duties as AWO. They are allowed to leave office, with prior permission, for meeting the civic/police authorities for solving the problems of the residents of their localities.

3. The applicant should however, not be an office bearer of Central Government employees or any other Residents Welfare Association. Further, officers seeking appointment as AWO should preferably have a residential telephone. No telephone/reimbursement of Telephone rent, facility will be admissible to AWO nominated by DOPT.

Contd.....2/-

4. Applications from those officers, who are willing to work in honorary and voluntary capacity, as Area Welfare Officers may be forwarded duly recommended by the authority concerned in the department/administration and must reach the undersigned within 15 days from the date of issue of this O.M. A format for application is also enclosed.

  
(Rajiv Rai)  
Director (Welfare)

To

All Ministries/Departments of Govt. of India as per standard list (Director/Deputy Secretary (Admn.)) with the request to give it wide publicity amongst Gazetted Officers in the Ministry/Department and the offices under it.

Copy to:-

1. Ministry of Health and Family Welfare (Mass Mailing Unit), New Delhi.
2. Director General (Works), CPWD, Nirman Bhavan, New Delhi with 40 spare copies.
3. Director (Admn.), Dte. of General Health Services, Nirman Bhavan, New Delhi.
4. All Chairman, Central Government Employees Welfare Co-ordination Committee as per list enclosed with the request to identify the areas and recommend/forward application.
5. Area Welfare Officers as per list enclosed.
6. Accountant General, Central Revenue, I.P. Estate, New Delhi.
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission, New Delhi.
9. Chief Medical Officer (Hqtrs.), CGHS, New Delhi.
10. PS to JS (AT&A).
11. 10 Spare Copies.

The areas for which the applications are invited for nominating Area Welfare Officers:

1. Lodhi Colony (MCD Area), Lodhi Road Complex, Aliganj, Sewa Nagar, Prem Nagar & Kotla
2. Laxmi Nagar and Shakar Pur
3. Nanak Pura
4. Subhash Nagar, Hari Nagar
5. Tilak Nagar
6. Dev Nagar and Karol Bagh
7. Ashok Nagar, Ajay Enclave and Meenakshi Garden
8. Lajpat Nagar and Jungpura
9. Patel Nagar
10. Delhi Cantt.
11. Sunder Vihar
12. Mohammad Pur
13. Minto Road
14. Maya Puri
15. Moti Nagar
16. Sarojini Nagar (DG, BD, GI Blocks)
17. Ashok Nagar
18. Pandara Road
19. Pragati Vihar Hostel

**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.

{To be submitted as enclosure to the recommendation letter of the  
Department/administrative authority concerned}

**APPLICATION FORM FOR NOMINATION OF AREA WELFARE OFFICER FOR THE  
CALENDAR YEARS 2011 and 2012.**

1. Name and designation with pay-scale : \_\_\_\_\_
- 2.(a) Ministry/Department where working : \_\_\_\_\_
- (b) Whether the post held by him is a Gazetted post : \_\_\_\_\_
3. Residential Address : \_\_\_\_\_
4. Telephone Number. 1. Office : \_\_\_\_\_  
2. Residence : \_\_\_\_\_
5. Name of the Area/Area : \_\_\_\_\_
6. Name and number of the nearest : \_\_\_\_\_  
CGHS dispensary
7. Name of the Police Station of the Area : \_\_\_\_\_
8. Whether the Officer is/or was an office  
bearer of any Resident's Welfare Association. : \_\_\_\_\_  
If yes, give details about the periods and the post held.
9. Date of retirement  
(Officer retiring by 31.12.2012 need : \_\_\_\_\_  
not apply.
10. Details of all earlier appointments as : \_\_\_\_\_  
Area Welfare Officer indicating Area and Period. \_\_\_\_\_
11. Whether he possesses sound health : \_\_\_\_\_  
to undertake the job in question.

**DECLARATION**

I \_\_\_\_\_ S/O / W/O \_\_\_\_\_ working  
as \_\_\_\_\_ in the Ministry/Department give an undertaking that in case of  
my nomination as Area Welfare Officer, I shall not act in any partisan manner or abet any  
illegal activity in the Area in my jurisdiction and shall be liable for appropriate action under the  
CCS (Conduct)Rules , in case of any such act committed by me.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

( \_\_\_\_\_ )  
Name