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 25th March, 2013

OFFICE MEMORANDUM

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

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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 15-10-2012 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 31-12-2014) or till the services are required by the Government 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.

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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 Office Memorandum. A format for application is also enclosed.

P. Tyagi

(PRATIMA TYAGI)
Director (Canteens)
Ph: 24624722

To

All Ministries/Departments of Government 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 & Family Welfare (Mass Mailing Unit), New Delhi.
2. Director General (Works), CPWD, Nirman Bhavan, New Delhi.
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. All 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 (Hqrs.), CGHS, New Delhi.
10. Secretaries of all recognized RWAs (As per list)
11. 10 Spare Copies.

ANNEXURE-I

FUNCTIONS OF AREA WELFARE OFFICER

1. To function as co-ordinating 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 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 matters relating to notation of monograncy.
16. To assist and cooperate in compaigns 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.

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List of Dispensaries in Delhi where no AWO is representing the Area.

Sno	Name of the Dispensary	Dispensary Number
1	C.B.I Colony/Vasant Vihar	D50A
2	Central Sectariate	D25
3	Chandni Chowk	D 8
4	Constitutioon House	D33
5	Darya Ganj	D28
6	Dilshad Garden	D87
7	Faridabad	D70
8	Ghaziabad	D68
9	G.K.G(Krishna Nagar)	D56
10	Greater Noida	D22A
11	Gurgoan Sector 55	D92
12	Hauz Khas	D47
13	Janak Puri	D61
14	Janak Puri	D74
15	Jung Pura	D40
16	Kalkaji	D42
17	Kalkaji II	D75
18	Karol Bagh	D17
19	Lajpat Nagar	D11
20	Mayapuri(Hari Nagar)	D48
21	Mayur Vihar, Trilok Kuj	D77
22	Moti Nagar	D36
23	Munirka	D71
24	Naraina Vihar	D98
25	Nauroji Nagar	D30
26	New Rajinder Nagar	D45
27	Noida	D85
28	Pandara Road	D2
29	Parliament House	D99
30	Pashchim Vihar	D80
31	Patel Nagar I (East)	D20
32	Patel Nagar II(West)	D38
33	Pitampura	D81
34	President Estate	D27
35	Pulbangash	D22
36	Pusa Road	D18
37	Rajpur Road	D59
38	R.K. Puram VI	D69
39	Rohini Sector 16	D89

40	Sarita Vihar	D90
41	Shahdara	D49
42	Shalimar Bagh	D88
43	Subzimandi	D6
44	Sundar Vihar	D82
45	Supreme Court	D93
46	Telegraph Lane	D34
47	Tilak Nagar	D26
48	Trinagar	D64
49	Vasant Kunj	D91
50	Vivek Vihar	D79