

MOST IMMEDIATE

No. 32/4/2010-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi.
Dated the 27th January, 2011.

OFFICE MEMORANDUM

Subject: Nomination of Area Welfare Officers for the calendar years 2011 and 2012 for outside 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 2011 and 2012 for the areas in outside Delhi/New Delhi indicated against their names, with the approval of Chief Welfare Officer in this Department.

2. It is further stated that the tenure of the Area Welfare Officers mentioned in the list shall be up to 31.12.2012 or till his/her services are required by the Govt. or the officer resigns or retires from service, whichever is earlier. The AWOs will be entitled to avail of the facilities as decided by the Govt. from time to time. A list of their functions is also enclosed in Annexure- I, along with the list.



(B.K.Chugh)
Director(W)
Tele. No.24624722

Encl. : As above

To

1. All Ministries/Departments of the Government of India.
1. All Area Welfare Officers (as indicated in the list).
2. Secretaries of all recognized RWAs (as per list).
3. Shri Mehar Singh, Secretary, GKK, Samaj Sadan, Lodhi Road Complex, N. Delhi.
4. DG (Works), CPWD, Nirman Bhawan, New Delhi.
5. DGHS, Ministry of Health, Nirman Bhawan, New Delhi.
6. Technical Director, NIC, Lok Nayak Bhawan for uploading the O.M. on the DOPT's website under Welfare Section.

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Note:

- i) 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 Govt. Employees of the area under their jurisdiction.
- ii) Nominated AWOs are requested to inform the local authorities Civil/Police authorities about their nomination as Area Welfare Officer.



(B.K.Chugh)
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10 spare copies.

ANNEXURE-1

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 monogamy.
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.

**List of Officers nomination as Area Welfare Officer (AWO) for the
Calendar Year 2011 – 2012 outside Delhi / New Delhi**

Sl. No	Name & residential address of the officers Shri/Smt.	Degn./Name of Ministry/Deptt. where working	Name of Area (s)	Tel. No. (Residence)	Tel. No. (Office)	CGHS Disp. Number
1	Raj Kumar, 1008, Type-IV, NH-IV, Faridabad	Assistant Director, Ministry of Statistics & P.I.	N.H.-IV and Govt. Press Colony Faridabad	0129- 2414628	0129- 2412470	70 N.H.-IV. Faridabad
2	Ritu Raj Srivastava, D-8, NTH Office Complex, Kamla Nehru Nagar, Ghaziabad - 201002	Scientific Officer, (Electric), National Test House, D/Consumer Affairs	Kamla Nehru Nagar Raj Nagar, Shastri Nagar, Chiranjeev Vihar & Kavi Nagar, Ghaziabad City	0120-2789889 9810917424	0120-2789813	68 Ghaziabad
3	Subhash Kalra, 93-C/28, Jyoti Park, Gurgaon – 122001	Private Secretary, Ministry of Home Affairs	Jyoti Park, Arjun Nagar, Madan Puri, Ram Nagar, Bhim Nagar, Krishna Colony, New Colony, Shivaji Nagar, Model Town, and 4 Marla, Gurgaon	0124-2315393 9868819881	24631573 24648559 (Tele-fax)	73 Gurgaon
4	Prem Chand, 1601, Prem Puri Colony, Sector 32, Jharsa Road, Gurgaon.	Under Secretary, Min. of New and Renewable Energy	Sector 31, 32, 15 Pt. I & II, 39, 40, 45 Jacabpura Gurgaon	4014390	24360707 Extn. 1023	73 Gurgaon
5	Bhanu Surrender, 488, Sector 7, Urban Estate, Gurgaon.	Under Secretary, Min. of New and Renewable Energy	Sector 4, 5 & 7 Gurgaon	9818079130	24360707	73 Gurgaon