

IMMEDIATE

No.32/11/2016 --Welfare-Vol.II
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
(Welfare Division)

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi.
Dated the 26th April, 2017

OFFICE MEMORANDUM

Subject: Nomination of Area Welfare Officers for the calendar years 2017 and 2018 for Delhi and Outside Delhi – regarding

In continuation to this Department's Office Memorandum of even number dated 20th February, 2017, the officers whose particulars are given below, have been nominated as Area Welfare Officers for the calendar years 2017 and 2018 for the areas in Delhi and outside Delhi, as indicated against their names:-

DELHI

S. No.	Name/Residential Address and Contact No.	Designation/Ministry/ Department	Name of Area (s)	CGHS WC Number
1.	Dr. Tarsem Chand, 202, Tower 30, Common Wealth Games Village, New Delhi-92 Mob. 9818603070 Office- 23386053 Resi.- 21211335 tarsemchand@gov.in	Joint Secretary, D/o Agriculture, Cooperation & Farmers Welfare	Common Wealth Games Village	Mayur Vihar (D-77)


OUTSIDE DELHI

S. No.	Name/Residential Address and Contact No.	Designation/Ministry/ Department	Name of Area (s)	CGHS WC Number
1.	Smt. Krishna Tyagi, C-253, Pocket-VII, Kendriya Vihar, Sector-82, Noida Mob. 9958241400 Office- 26108650 Resi.-0120-4996410 krishnaka01@yahoo.co.in	Chief Controller of Accounts, M/o Power	Noida	Noida (D-95)
2.	Shri Satyabadi Biswal, Qtr No. 5, Type-IV, Postal Colony, Unit- IV, BBSR Mob. 09437428057 Office- 06742570656 satyabadi1967@gmail.com	Superintendent, Postal Store Depot, D/o Posts, Bhubaneswar	Bhubaneswar	1. Unit 3, Kharvel Nagar, Bhubaneswar 2. Unit-4, Old AG Colony, Bhubaneswar 3. PMG Square, Bhubaneswar

2. It has also been decided that Shri E. Natarajan, Area Welfare Officer will also look after the charge of Minto Road area, New Delhi in addition to the existing areas given to him vide this Department's O.M. No. 32/11/2016-Welfare dated 30.12.2016. The revised charge of Shri E. Natarajan will be as follow:

S. No.	Name of the AWO	Existing Area	Additional charge
1.	Shri E. Natarajan, 31, Kalibari Apartment, Udyan Marg, New Delhi-01, Mob.- 9868138002 Office-23382324 Resi.- 23362514 Enatarajan60@gmail.com	Sector-IV- DIZ area, J, H &K Blocks, Kali Bari Marg and North Avenue	Minto Road area (CGHS WC No. 04, Minto Road)

3. Tenure of the Area Welfare Officers shall be up to 31.12.2018 or till his/her services are required by the Government or the officer resigns from service, whichever is earlier. The AWO 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.



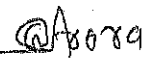
G.S. Arora
Chief Welfare Officer (RWA)
Tel: 24624821

To

1. All Ministries/Departments of Government of India.
2. Chief Secretaries, Govt. of NCT, Delhi/ Government of Uttar Pradesh/ Government of Odisha.
3. Dr. Tarsem Chand, Smt. Krishna Tyagi, Shri Satyabadi Biswal and Shri E. Natarajan Area Welfare officers.
4. Secretaries of recognized RWAs in Minto Road, New Delhi.
5. Commissioner, Kendriya Vidyalaya Sangthan, Shaheed Jeet Singh Marg, New Delhi.
6. Secretary, GKK, Samaj Sadan, Lodhi Road Complex, New Delhi.
7. DG (Works), CPWD, Nirman Bhawan, New Delhi.
8. DGHS, Ministry of Health, Nirman Bhawan, New Delhi.
9. Commissioner of Police, IP Estate, Delhi.
10. Commissioner of Police, Bhubaneswar, Odisha.
11. SSP, Noida, Uttar Pradesh.

Note:

- 1) It is requested that nomination 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 Civil Authority/Police Authority about their nomination as Area Welfare Officer.



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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 monogranicy.
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.