

**No.32/4/2014 -Welfare
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training**

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi.
Dated the 5th August, 2014

OFFICE MEMORANDUM

Subject: Nomination of Area Welfare Officers for the calendar years 2015 and 2016 – regarding

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. Area Welfare Officer 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 Area Welfare Officer is enclosed at Annexure-I. Criteria for selection of AWO is enclosed at Annexure-II. The functions of AWOs are official in nature and are performed by them on honorary and voluntary basis. Only those officers who are willing to function as Area Welfare Officer and can spare time for welfare work will be considered for nomination. The Area Welfare Offices serve 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 Area Welfare Officers shall be for a period of two years (commencing from 1.1.2015) or till the services are required by the Govt. whichever is earlier. The Area Welfare Officers 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 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 available to AWO nominated by DOPT.

4. Applications from those officers, who are willing to work in honorary and voluntary capacity, as Area Welfare Officers duly recommended by the Department/administrative authority concerned may be forwarded and must reach the undersigned within 45 days from the date of issue of this O.M. A format for application is also enclosed.

P. Tyagi

(Prauma Tyagi)

Director (Canteen)

Tele:- 24624722

To

All Ministries/Departments of Govt. of India as per standard list (Welfare Officer) 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
3. Director (Admn.), Dte. General Health Services, Nirman Bhavan, New Delhi.
4. All Chairmen, 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).

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.

GUIDELINES/CRITERIA FOR SELECTION OF AREA WELFARE OFFICERS

1. The tenure of Area Welfare Officers shall be for two years from the date of appointment or till their services are required by the Government whichever is earlier. However, if there is no other candidate for the area, the old AWO, if he has applied afresh, should be allowed to continue for another term.
2. He should be a gazetted officer.
3. The Residents Welfare Association should not be allowed to nominate any name for AWOs.
4. He must be a resident of the area for which he is the applicant and the area (including the adjacent areas) should have at least 300 Govt. employees residing in that area(s).
5. The officer applying should not be an office bearer of Central Government employee or any other Residents Welfare Association.
6. He should not be retiring within 2 years of his appointment as AWO i.e. he should serve for full term of two years as AWO.
7. He should possess sound health to undertake the job in question.
8. Preference should be given to those, who have telephones at their residences.
9. He should not be a controversial person.

**APPLICATION FORM FOR NOMINATION OF AREA WELFARE
OFFICER FOR THE CALENDAR YEARS 2015 and 2016.**

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/Areas :
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 31.12.2016 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
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.

Name

Date:

Signature