

**IMMEDIATE**  
**List No. 2**

No.32/12/2018 -Welfare  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(Welfare Section)

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.  
Dated the 4<sup>th</sup> February, 2019

**OFFICE MEMORANDUM**

**Subject: Nomination of Area Welfare Officers for the calendar years 2019 and 2020 for Delhi/Delhi NCR and outside Delhi.**

The undersigned is directed to refer to O.M. of even number dated 31<sup>st</sup> December, 2018 on the subject mentioned above and to enclose a list of officer who have been nominated as Area Welfare Officers (AWOs), for the calendar years 2019 and 2020 for the areas in Delhi/New Delhi and outside Delhi, as indicated against their names.

2. It is further stated that tenure of the Area Welfare Officers mentioned in the list shall be up to 31.12.2020 or till his/her services are required by the Government or the officer resigns or retires from service, whichever is the earlier. The AWOs 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, alongwith the list of AWOs.

Encl.: as above.

  
(Kulbhushan Malhotra)  
Under Secretary (RWA)  
Tel: 24646961

To

1. All Ministries/Departments of Government of India.
2. Chief Secretary, Govt. of NCT of Delhi.
3. All Area Welfare Officers (As indicated in the list).
4. Secretaries of all recognized RWAs.
5. Chairman, DTC, I.P. Estate. New Delhi 110092.
6. Commissioner, Kendriya Vidyalaya Sangthan, Shaheed Jeet Singh Marg, New Delhi.

7. Vice Chairman, DDA, Vikas Sadan, INA Colony, New Delhi.
8. Chief General Manager, MTNL, Khurshid Lal Bhawan, New Delhi.
9. Chief Post Master General, Delhi Circle, Meghdoot Bhawan, Jhandewalan, New Delhi.
10. General Manager, Delhi Milk Scheme, West Patel Nagar, New Delhi.
11. Secretary, GKK, Samaj Sadan, Lodhi Road Complex, New Delhi.
12. DG (Works), CPWD, Nirman Bhawan, New Delhi.
13. NDMC, Palika Kendra, Sansad Marg, New Delhi.
14. DGHS, Ministry of Health, Nirman Bhawan, New Delhi.
15. Commissioner, North Delhi Municipal Corporation, South Delhi Municipal Corporation and East Delhi Municipal Corporation.
16. Commissioner, Delhi Police, I.P. Estate, Delhi-2.
17. MD, Mother Dairy Fruit & Vegetable Pvt. Ltd., A-3, Sector-1, Noida (UP) 201301.
18. MD, Delhi Metro, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi.

**Note:**

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 Government Employees of the area under their jurisdiction. Nominated AWOs are requested to inform the local Civil Authorities/Police Authorities about their nomination as Area Welfare Officer.

  
(Kulbhushan Malhotra)  
Under Secretary (RWA)  
Tel: 24646961

## **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 services 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 Associations 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 complaints 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 NOMINATED AS AREA WELFARE OFFICERS (AWOs) FOR  
THE CALANDER YEARS 2019-2020 IN DELHI/NEW DELHI**

| <b>S. No.</b>        | <b>Name(Sh./Smt./Ms.)/Residential Address and Contact no.</b>  | <b>Designation/Ministry/ Department</b>               | <b>Name of Area(s)</b>                          | <b>CGHS WC Number</b>            |
|----------------------|--|---|---|----------------------------------|
| 1.                   | G.K. Verma,<br>B1/123, Phase-II, Ashok Vihar, Delhi-52<br>Office No. 23015601<br>Resi. No. 27130326<br>Mob. No. 9818549386<br>gkv_verma@yahoo.com                                      | Under Secretary,<br>M/o Defence                       | Ashok Vihar & Shalimar Bagh                     | Ashok Vihar, (62)                |
| 2.                   | Rajesh Sharma,<br>A-205, Moti Bagh-I, New Delhi-110021<br>Office No. 011-23040340<br>Resi. No. 011-24678319<br>Mob. No. 9968317038<br>r.sharma74@gov.in                                | Under Secretary,<br>DOPT                              | Moti Bagh-I & Chanikypuri                       | Moti Bagh-I, (16)                |
| 3.                   | Ishwar Singh,<br>H. No. 471, Type-IV, Sector-4, R.K. Puram, New Delhi-22<br>Office No. 011-23062914<br>Mob. No. 9868304533<br>ishwarsingh_61@yahoo.com,<br>ishwarsingh010561@gmail.com | Section Officer,<br>D/o Housing & Urban Affairs       | Sector-1 & Sector-4, R.K. Puram                 | Sector-4, R.K. Puram (43)        |
| 4.                   | K.S. Kohli,<br>25/64, West Patel Nagar, New Delhi-8<br>Resi.-25884242<br>Mob.-9871404242<br>ruchikohli@yahoo.com   | Sr. PPS (Retd.),<br>Central Vigilance Commission      | Patel Nagar                                     | Patel Nagar (38)                 |
| 5.                   | V.P. Mittal,<br>A.210, Shiv Vihar Society Poojary Appartments, Rohtak Road, New Delhi-110008<br>Mob. No. 8447882000<br>vedmittal25@yahoo.co.in   | Ex. Asstt. Manager<br>Finance, Ministry of Mines.     | Sunder Vihar                                    | Sunder Vihar, Paschim Vihar (82) |
| <b>OUTSIDE DELHI</b> |  |   |   |                                  |
| 6.                   | Inderjit Hadda,<br>House No. 1660, Sector-6, Bahadurgarh, Haryana<br>Office No. 011-23036651,<br>Resi. No. 01276-243669,<br>Mob. No. 9013130967,<br>dssr.hq-dot@gov.in                 | Deputy Secretary,<br>Department of Telecommunications | Bahadurgarh                                     |                                  |
| 7.                   | J.M Singh,<br>Type 4/6 H.P.T, A.I.R Colony, Marve Road, Malad West, Mumbai-95<br>Office No. 022-28882976   | Assistant Engineer,<br>I&B, H.P.T, A.I.R,             | Malad, Ghatkopar, Sector-1 Kane Nagar, Sector-7 | Kandivali (W), CGHS No. 20       |

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|----|---|---|--|-----------------------------|
|    | Resi. No. 022-28803064<br>Mob. No. 9869437218,<br>9167366090<br>jmsawo@gmail.com  |   | Antophill<br>(Kopiwara) in<br>Central<br>Mumbai and<br>Navi Mumbai                                   |                             |
| 8. | D.S. Boge,<br>Building No. 201/flat No.<br>2390, Sector-6, CGS<br>Colony, Kane Nagar,<br>Antophill, Mumbai-37<br>Office- 022-24049560<br>Resi.- 9869680419<br>Mob.- 9702904902<br>chinuboge@yahoo.co.in | Assistant Engineer<br>(Civil), M/o Housing<br>& Urban Affairs | Wadala in<br>Central<br>Mumbai,<br>Nepean Sea<br>Road<br>(Hyderabad<br>Estate) in<br>South<br>Mumbai | CGHS<br>Dispensary<br>No. 8 |