

IMMEDIATE

No.32/11/2016 -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 11<sup>th</sup> January, 2017

OFFICE MEMORANDUM

**Subject: Nomination of Area Welfare Officers for the calendar years 2017 and 2018 for Delhi and outside Delhi.**

In continuation to this Department's Office Memorandum of even number dated 30<sup>th</sup> December, 2016, the officers whose particulars are given below, have been nominated as Area Welfare Officer for the calendar years 2017 and 2018 for the areas in Delhi and outside Delhi, as indicated against their names:-

DELHI

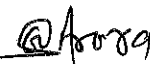
S. No.	Name/Residential Address and Contact no.	Designation/Ministry/ Department	Name of Area(s)	CGHS WC Number
1.	Shri R. P. Yadav G-644, Srinivaspuri, New Delhi-110065 Office- 23098591/23094295 Mob.-9868220110 <a href="mailto:rpyadav-upsc@gov.in">rpyadav-upsc@gov.in</a>	System Analyst, UPSC	Srinivaspuri	Srinivaspuri (37)

OUTSIDE DELHI

S. No.	Name/Residential Address and Contact no.	Designation/Ministry/ Department	Name of Area(s)	CGHS WC Number
1.	Shri Inderjit Hadda H.No. 1660, Sector-6, Bahadurgarh, Haryana – 124507 Office-23372153 Resi.-0127-6243669 Mob.-09013130967 <a href="mailto:inderjithadda@gmail.com">inderjithadda@gmail.com</a>	Deputy Secretary D/o Telecommunications	Bahadurgarh (Haryana)	
2.	Dr. Bivas Chaudhuri A -9/6, Inderlok Est. Paikpara, Kolkata-700002 Office –033- 25789065 Resi. – 033-25588322 Mob. – 09433248315 <a href="mailto:bivaschaudhuri@gmail.com">bivaschaudhuri@gmail.com</a>	Director, NSSO, Min. of Statistics & Programme Implementation	North Kolkata	Shyambazar (5)

2. Tenure of the Area Welfare Officers shall be up to 31.12.2018 or till his services are required by the Government or the officer resigns from service, whichever is 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.

3. This issues with the approval of Competent Authority in DoPT.



(G.S. Arora)

Chief Welfare Officer (RWA)

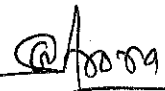
Tel: 24624821

To

1. All Ministries/Departments of Government of India.
2. Chief Secretaries - Govt. of NCT, Delhi/Government of Haryana/Government of West Bengal.
3. Shri R.P. Yadav, Shri Inderjit Hadda and Dr. Bivas Choudhuri, Area Welfare Officers.
4. Secretaries of recognized RWAs in Srinivaspuri, New Delhi and Kolkata.
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.

Note:

- 1) 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.
- 2) Nominated AWOs are requested to inform the local Civil Authorities/Police Authorities about their nomination as Area Welfare Officer.



(G.S. Arora)

Chief Welfare Officer (RWA)

Tel: 24624821

## 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 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.