

IMMEDIATE

**No. 32/04/2014-Welfare
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Welfare Section**

Lok Nayak Bhawan, Khan Market
New Delhi, dated 1st September, 2015

OFFICE MEMORANDUM

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

The undersigned is directed to say that the Department of Personnel & Training nominates Gazetted Officers as Area Welfare Officers (AWOs) for residential colonies to look after the welfare of Central Government 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. The Area Welfare Officer serve as a vital link between the Government and residents in various matters relating to the welfare of Government employees residing in various colonies. The functions of AWOs are official in nature and are performed by them on honorary and voluntary basis. A list of functions of Area Welfare Officer is enclosed at Annexure-I. 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.

2. A list of Area Welfare Officer appointed by the Department of Personnel & Training so far is at Annexure-II. Since some of the areas which have concentration of Government Employees have no Area Welfare Officer, the Department of Personnel & Training invites applications from the Officers for these area, who are willing to work in honorary and voluntary capacity, as Area Welfare Officers duly recommended by the Department/administrative authority concerned. The application must reach the undersigned before 20.09.2015. A format for application is also enclosed. Criteria for selection of AWO are enclosed at Annexure-III. Only those officers who are willing to function as Area Welfare Officer and can spare time for welfare work will be considered for nomination.

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3. The tenure of the Area Welfare Officers will be upto 31.12.2016 or till the services are required by the Govt. whichever is earlier. 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.



(Pratima Tyagi)

Director (Canteen)

Tele No. 24624722

To

All Ministers/Department 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 officers 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 Chairman, Central Government Employees Welfare Coordination Committee as per list enclosed with the request to identify the areas and recommend/forward application.
5. Accountant General, Central Revenue, IP Estate, New Delhi.
6. Union Public Service Commission, New Delhi.
7. Staff Selection Commission, New Delhi.
8. Chief Medical Officer (Hqtrs.), CGHS, New Delhi.
9. PS to JS (DC).

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

List of officers nominated as of Area Welfare Officers (AWO) for the calendar year 2015-2016 in Delhi/New Delhi.

S. No.	Name (S/Sh./Smt.)	Degn/Ministry/Deptt.	Name of Area(s)	CGHS WC
1.	Subhash Chand Ho. No. 10253, Gali Mill Wali, Library Road, Azad Market, Delhi – 110006 Tel. 23388372(O) 9278033585	Section Officer D/o Legal Affairs, Shastri Bhawan	Subzi Mandi and area covered by CGHS WC No. 6&59 Ashok Vihar	Subzi Mandi(6) & Rajpur Road(59)
2.	Jnanatosh Roy, Qtr. No. E-35, Sec-E DIZ Area, New Delhi- 110001 23011726 (O) 9868245610	Section Officer, Cabinet Secretariat	Panchkuian Road	Gole Market(1)
3.	Amal Kr. Chanda Qtr. No. 111-J, Type III, Aram Bagh, New Delhi – 110055 23714169 (O)	Section Officer Ministry of Power	XYZ Qrs., Chitra Gupta Road & Aram Bagh	Chitra Gupta Road (51) and Paharganj(5)
4.	Urujul Hasan A-2/4, M.S. Flats, Peswa Road, New Delhi-110001 23035250 (O)	Assistant Director Rajya Sabha Secretariat	Kali Bari, Hanuman Road and North Avenue, Sec-C&D, MS Flats, kali Bari Marg (Block- J,K&H)	Kali Bari(76) and North Avenue(31)
5.	K. Prakasham Qtr. No. 47-3D, Sec-2, Gole Market, New Delhi- 110001 23011912(O) 9818201372	Section Officer Prime Minister Office	Gole Market Sec-2 and B.K.S Marg,	Gole Market(1)
6.	Rajiv Mahendru EG-27, First Floor Inderpuri, New Delhi- 110012 23073798 (O)	Under Secretary M/o Consumer Affairs	Inderpuri	Inderpuri(55)
7.	S.C. Dixit, H.No 4, Lane No. 4, A-2 Block Sant Nagar Burari, Delhi-110084 23034540 (O)	Joint Director Rajya Sabha Secretariat	Burari, Mukherjee Nagar & Kingsway Camp	Kingsway Camp(60)
8.	Suresh Kumar, 453, Laxmi Bai Nagar, New Delhi-110023 23034018 (O) 9968308880	Senior Private Secretary, Rajya Sabha Secretariat	Laxmi Bai Nagar	Laxmi Bai Nagar(15)
9.	Asha Gulati, S-241, School Block, Shakarpur, Delhi-110092 23389348 (O) 9811948070	PPS, D/o Agricultural & Corp.	Laxmi Nagar	Laxmi Nagar(67)
10.	Vinod Kumar Gupta, 18/340, Lodi Colony, New Delhi-110003 23383735 (O) 9868889781	PS, UPSC	Lodhi Colony (MCD Area), Prem Nagar, Sewa Nagar, Pragati Vihar, Lodhi Road Complex,	Lodi Road (9&10) and Kasturba Nagar (24&72)

			Addl. Charge- Lodi Colony(NDMC Area) & Aliganj	
11.	Rajesh Sharma, A-250, Moti Bagh-I, New Delhi-110021 23010976 (O)	Under Secretary Prime Minister Office	Moti Bagh	Moti Bagh(16)
12.	B. Bandyopadhyay, B-147, Nanak Pura, New Delhi-110021 23040341 (O) 9210269451	Under Secretary, DOPT	Nanak Pura	Nanak Pura(29)
13.	Subhash Dutta, B-31, Pandara Road, New Delhi-110003 24305415 (O)	Deputy Director, National Informatics Centre	Pandara Road	Pandara Road(2)
14.	Pathendra Vasaniya, A-10, Gujarat Apartment, Pitampura, New Delhi-110034 23010642 (O) 9968239464	Deputy Director M/o Defence	Pitampura	Pitampura(81)
15.	Satbir Singh, Block No. 91, Qtr. No. 1, Pushpa Vihar, Sec-1, M.B. Road, New Delhi-110017 26521924	Section Officer M/o Science & Tech.	Pushp Vihar (S-III & V)	Pushp Vihar(78) & MB Road (65)
16.	Shanker Choudhary, 124/3, Sec-I, Pushpa Bhawan, New Delhi-110017 23711139 (O)	Under Secretary, M/o Shipping	Pushp Vihar, Sec-I	Pushp Vihar (65&78)
17.	N. Subhash, 958, Sec-7, Pushp Vihar, Type-III Qtrs, New Delhi-110017 23011871 (O) 9654391992	Private Secretary M/o Defence	Pushp Vihar, S-IV& VII	Pushp Vihar (78)
18.	Sneh Lata Jawas, H.No.111, Type-4, Sec-2, R.K. Puram, New Delhi-110022 23715250 (O) 9868101307	PPS, M/o Power	R.K. Puram, Sec-I&II	R.K. Puram (50)
19.	Jitender Singh, R.K. Puram, Sector-III, New Delhi	Deputy Director D/o DGHS, M/o Health	R. K. Puram, Sec-3,4,5 & Mohammad Pur	R.K. Puram(43)
20.	R.K. Pandey, 706, Sec-4, R.K. Puram, New Delhi-110022 23389298 (O)	Under Secretary, M/o Corporate Affairs	R.K. Puram, Sec-7& Nivedita Kunj	R.K. Puram(52)
21.	Ishwar Singh, Sec-4, Qtr No. 471, Type-IV, R.K. Puram, New Delhi-110022 23061501 (O) 9968304533	Section Officer M/o Urban Development	R.K. Puram, Sec-8,9 & 12	R.K. Puram(52)
22.	Anuj Kanwal, B-37, Mohan Park, Naveen Sahadra, New Delhi-110032	Director M/o Water Resources	Shahdara, Dilshad Garden & Mansarovar Park	Shahdara (49) & Dilshad Garden(87)

	24367110 (O)			
23.	Sanjeev Chandra, H.No.663, Sec-19, Pocket-2, DDA SFA Flats, Dwaraka, New Delhi-110075 23035400	Joint Director Rajya Sabha Secretariat	Dwarka	Dwarka(36A)
24.	Anil Tripathi, IV/135, North West Moti Bagh, New Delhi-110021 26194167 (O) 9868332285	Under Secretary DOPT	Moti Bagh North West	Moti Bagh(16)
25.	Arun Kumar, Rohini, Delhi	Assistant Director Rajya Sabha Secretariat	Rohini	Rohini(86)
26.	Vinoy K Pathak, YZ-50, Sarojini Nagar, New Delhi 23034266 (O)	Deputy Director Rajya Sabha Secretariat	Sarojii Nagar Netaji Nagar	Sarojini Nagar (13,14,21&35)
27.	Anil Kumar Piplal, M-11, Andrewa ganj Extn. New Delhi-110049 24301340 (O)	Scientist 'E' D/o Electronics & IT	Andrewsganj, Andrewsganj Extn. Hudlo Place	Andrewsganj(3 9)
28.	Bhagat Singh, H.No.5879, Block No.4, Street No.5, Dev Nagar, Karol Bagh, New Delhi-110005 23438050 (O) 9873087849	Private Secretary M/o Home Affairs	Dev Nagar, Karol Bagh	Dev Nagar(19)
29.	Ashok Kumar, WZ-996-C, Sadh Nagar, Part-2, Street No.35, Palam Colony, New Delhi-110045 23093904 (O)	Section Officer DOPT	Palam & Delhi Cantt.	Palam (66), Delhi Cant(64)
30.	Vinod Kumar, Qtr No.68, Sec-3, Type-IV, Sadiq Nagar, New Delhi-110049 23466888 (O) 9811639544	Seniro Account Officer M/o Planning	Sadiq Nagar	Sadiq Nagar(63)
31.	R.P. Yadav, G-644, Srinivaspuri, New Delhi-110064 23098591 (O)	Programmer, UPSC	Srinivaspuri	Srinivaspuri(37)
32.	Harish Chander, GI-874, Sarojini Nagar, New Delhi-110022 24108828 (R) 9911323717	Section Officer M/o Defence	Naruoji Nagar	Naruoji Nagar(30)
33.	Ajay Nagpal, B-588, Sudershan Park, New Delhi-110005 26101533 9810657582	Principal Private Secretary, Central Electricity Authority	Moti Nagar	Rajouri Garden(53)
34.	Ramesh Kumar Suri, 59/11, Ashok Nagar, New Delhi-110018 25137117 (R) 9818684221	Retired	Ashok Nagar Ajay Enclave	Tilak Nagar(26)

35.	Anurag Kumar, IPS, SP (Admn.), NIA, MHA, NDCC-II Building. 7 th Floor, Jai Singh Road, New Delhi	IPS, SP (Admn.) NIA, MHA	Kaka Nagar Addl. Charge- Bapa Nagar	
36.	G.K. Verma, B1/123, Phase-II, Ashok Vihar, Delhi 23015601 (O) 27130326 (R)	Under Secretary M/o Defence	Ashok Vihar	Ashok Vihar
37.	S. Das, 79-G, CPWD Colony, Vasant Vihar, New Delhi-110057 23019787 (O) 9910313069	Asstt. Director MOD, DGQA, DQA(A), HQ	Vasant Vihar	Vasant Vihar D-96