

IMMEDIATE

No.32/4/2014 -Welfare
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Welfare Section)

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi.
Dated the 13th June, 2016

OFFICE MEMORANDUM

Subject: Nomination of Area Welfare Officer-for the calendar years 2015 and 2016 for Delhi/New Delhi.

In continuation of the Department of Personnel & Training Office Memorandum of even number dated 24th May, 2016, the officer whose particulars are given below, has been nominated as Area Welfare Officer for the calendar years 2015-2016 for the Area indicated against his name.

2. It is further stated that tenure of the Area Welfare Officer shall be up to 31.12.2016 or till his services are required by the Government or the officer resigns or retires 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 his functions is also enclosed in the Annexure.

S. No.	Name of the AWO	Degn./ Ministry/Deptt.	Name of Area(s)	CGHS WC
1.	Shri Ram Kishore Gupta, 1978/153 GF Ganesh Pura, Tri Nagar, New Delhi-110035 27384000 9868438844	Section Officer, M/o Home Affairs, D/o Border Management	Tri Nagar & Keshav Puram	Tri Nagar (64) & Keshav Puram



(G.S. Arora)

Chief Welfare Officer (RWA)

Tel: 24624821

To

- ✓ 1. All Ministries/Departments of Government of India.
2. Ministry of Health and Family Welfare (Mass Mailing Unit), New Delhi.
3. Director General (Works), CPWD, Nirman Bhavan, New Delhi

4. Director (Admn.), Dte. General Health Services, Nirman Bhavan, New Delhi.
5. Chief Medical Officer (HQrs.), CGHS, New Delhi.
6. Commissioner, Kendriya Vidyalaya Sangathan, 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. Secretary, GKK, Samaj Sadan, Lodhi Road Complex, New Delhi.
11. DG (Works), CPWD, Nirman Bhawan, New Delhi.
12. NDMC, Palika Kendra, Sansad Marg, New Delhi.
13. DGHS, Ministry of Health, Nirman Bhawan, New Delhi.
14. Commissioner, Delhi Police, I. P. Estate, Delhi-2.
15. Managing Director, Mother Dairy Fruit & Vegetable Pvt. Ltd., A-3, Sector-I, Noida (UP) 201 301.
16. Managing Director, Delhi Metro, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi-1.

Note:

1. It is requested that the nomination of Area Welfare Officer may be brought to the notice of all concerned officers/local authorities with the direction that full cooperation should be extended to the AWO in the matters pertaining to the Central Government Employees of the area under their jurisdiction.
2. Nominated AWO is requested to inform the local authorities/Civil/Police Authorities about his nomination as Area Welfare Officer.


(G.S. Arora)

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ANNEXURE-1

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 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.