

No. 32/05/2022-Welfare  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(Welfare Division)  
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3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.  
Dated the 8<sup>th</sup> June, 2023

**OFFICE MEMORANDUM**

**Subject: Nomination of Area Welfare Officers (AWOs) for the calendar years 2023 and 2024-regarding.**

The undersigned is directed to refer to this Department's O.M. of even number dated 21<sup>st</sup> December, 2022 on the subject mentioned above. The following officer has been nominated as Area Welfare Officer(AWO), for the calendar years 2023 and 2024 as per details given below:-

S. No	Name/ResidentialAddress and Contact No.	Designation/ Ministry/ Department	Name of Area (s)	CGHS WC Number
1.	Sh. Vijay Kumar, H.No. 371, Street No. 6, A Block, Baba Colony, Burari, Delhi-110084 Mob: 9899706671 Email:vijay.kumar28@gov.in	Section Officer M/o Defence	Burari, Timarpur and Mukherjee Nagar	Timarpur (07)

2. Tenure of Sh. Vijay Kumar shall be up to 31.12.2024 or till the services are required by the Government or the officer resigns or retires form service, whichever is earlier. The Area Welfare Officer is entitled to avail of the facilities, as decided by the Government from time to time.

  
(Kulbhushan Malhotra)  
Under Secretary (RWA)  
 24646961

To

1. All Ministries/Departments of Government of India.
2. Sh. Vijay Kumar, H.No. 371, Street No. 6, A Block, Baba Colony, Burari, Delhi-110084
3. Chairman, DTC, I.P. Estate. New Delhi 110092.
4. Commissioner, Kendriya Vidyalaya Sangthan, Shaheed Jeet Singh Marg, New Delhi.
5. Vice Chairman, DDA, Vikas Sadan, INA Colony, New Delhi.
6. Chief General Manager, MTNL, Khurshid Lal Bhawan, New Delhi.
7. Chief Post Master General, Delhi Circle, Meghdoot Bhawan, Jhandewalan, New Delhi.
8. General Manager, Delhi Milk Scheme, West Patel Nagar, New Delhi.

9. Secretary, GKK, Samaj Sadan, Lodhi Road Complex, New Delhi.
10. DG (Works), CPWD, Nirman Bhawan, New Delhi.
11. NDMC, Palika Kendra, Sansad Marg, New Delhi.
12. DGHS, Ministry of Health, Nirman Bhawan, New Delhi.
13. Commissioner, North Delhi Municipal Corporation, South Delhi Municipal Corporation and East Delhi Municipal Corporation.
14. Commissioner, Delhi Police, I.P. Estate, Delhi-2.
15. MD, Mother Dairy Fruit & Vegetable Pvt. Ltd., A-3, Sector-1, Noida (UP) 201301.
16. MD, Delhi Metro, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi.
17. CMD, NBCC, Kidwai Nagar East, New Delhi.

**Note:**

It is requested that 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. AWO is requested to inform the local Civil Authorities/Police Authorities about his 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 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.

*Rull*