

IMMEDIATE

No.32/04/2024-Welfare
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Welfare Division)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi.
Dated the 21st February, 2025

CIRCULAR

Subject :- Nomination of Area Welfare Officers (AWOs) for the calendar years 2025 and 2026-regarding.

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 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**. Criteria for selection of AWO are enclosed at **Annexure-II**.

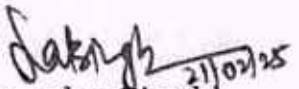
2. As regards, DOPT vide O.M. of even number dated 30.12.2024 and 22.01.2024 (copy enclosed) has nominated Area Welfare Officers for areas in Delhi and Outside Delhi. However, AWOs for some areas have not been nominated by DOPT due to non-receiving the applications for these areas as per required criteria and with in time line. Area Welfare Officer plays an important role in activities related to Resident Welfare Associations in Government Colonies. Therefore, applications are invited for nomination of AWO for the calendar year 2025 and 2026 for the following areas only :-

- i. Areas where RWAs exist and no AWO has been nominated by DoPT vide O.M. dated 30.12.2024 and 22.01.2024;
- ii. Areas whose additional charge have been given to present AWO vide DoPT's O.M. dated 31.12.2024.

3. The Officers, who are willing to work in honorary and voluntary capacity, as Area Welfare Officers for the above mentioned areas, may forward their applications duly recommended by the Department/administrative authority to this Department latest by 21st March, 2025. A format of application is also enclosed at **Annexure-III**.

4. It may be noted that the applicants who had already applied for nomination of Area Welfare Officer for these areas and their applications were received after due date in connection with DoPT's Circular dated 16.09.2024 and 17.10.2024, need not forward their application again through their administrative Department, *if their particulars remain same as indicated in their earlier application* and they may only self forward their applications to DOPT in order to ensure their willingness for nomination as AWO otherwise need to apply afresh through their administrative department.

5. Other terms and conditions for tenure and functioning of AWOs as laid in DoPT's Circular dated 16.09.2024 (copy enclosed) remain unchanged.


(Satyendra Singh)
Under Secretary
(RWA)

Telephone No.-011-24646961

To,

All Ministries/Departments of Government 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 offices under it.

Copy to:-

1. Ministry of Health and Family Welfare (Mass Mailing Unit), New Delhi.
2. Director General (Works), CPWD, Nirman Bhawan, New Delhi.
3. Director (Admn.), Office of Director General Health Services, Nirman Bhawan, New Delhi.
4. All Chairmen, General Government Employees Welfare Co-

ordination Committee with the request to identify the areas and recommend/forward application for nomination of AWO.

5. Accountant General, Central Revenue, I.P. Estate, New Delhi.
6. Union Public Service Commission, New Delhi.
7. Staff Selection Commission, New Delhi.
8. Chief Medical Officer (Hqrs.), CGHS, New Delhi.

IMMEDIATE

No.32/04/2024 -Welfare
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Welfare Section)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi.
Dated the 30th December, 2024

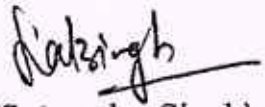
OFFICE MEMORANDUM

Subject: Nomination of Area Welfare Officers for the calendar years 2025 and 2026 for Delhi/Delhi NCR and outside Delhi.

The undersigned is directed to refer to the above subject and to say that the officers, whose particulars are indicated in the enclosed list, have been nominated as Area Welfare Officers (AWOs), for the calendar years 2025 and 2026 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 31.12.2026 or till his/her services are required by DoPT, Government of India or the officer resigns or retires from service, whichever is earlier. A list of functions of Area Welfare Officer is also enclosed.

Encl.- As above.


(Satyendra Singh)
Under Secretary (RWA)
Tel: 24646961

To

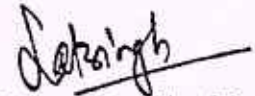
1. All Ministries/Departments of Government of India;
2. Chief Secretary, Govt. of NCT of Delhi.
3. All Area Welfare Officers (As indicated in the list).
4. Secretaries of all recognized RWAs.
5. Chairman, DTC, I.P. Estate. New Delhi 110092.
6. Commissioner, Kendriya Vidyalaya Sangthan, Shaheed Jeet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

Cntd...2/-

11. Secretary, GKK, SamajSadan, 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.
19. CMD, NBCC, Kidwai Nagar East, 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.



(Satyendra Singh)
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, blood donation, family planning etc., conducted by the Ministry of Health and Family Welfare or other authorities.

Note: The above list is only illustrative and not exhaustive.

**LIST OF OFFICERS NOMINATED AS AREA WELFARE OFFICERS (AWOs) FOR THE
CALANDER YEAR 2025 & 2026- DELHI**

Sl. No.	Name (Sh./Smt./Ms.) Residential Address and Contact no.	Name of Area	Designation/ Ministry/ Department	CGHS WC No.
1.	Sujit Karmkar B-58/ F-2 (1st Floor), Royal Apartment, Dilshad Colony, Delhi- 110095 Mob.- 7980659788 sujitkarmakarbapi@gmail.com	Dilshad Garden, Dilshad Colony & adjacent area	Assistant Accounts Officer, PAO, M/o Culture	Dilshad Garden (D87)
2.	Bipin Kumar D-2/529, CPWD Residential Complex, Deb Nagar, Karol Bagh, New Delhi- 110005. Mob.- 9070000672 bipin.kumar83@nic.in	Dev Bagh, Karol Bagh	Under Secretary, D/o Revenue	Dev Nagar (D19)
3.	Suman Pande D2/82, Gold Craft Apartments, Sector- 11, Plot -4, Dwarka, New Delhi-75 Mob.-9717647178 sumanpande1974@gmail.com	Dwarka, Sector 1-28	Pr. Private Secretary, Ministry of Railways	Dwarka-9 (D36A) and Dwarka-23 (D100)
4.	Rajesh Kumar D-13C, Type-IV Quarters, Vatika Apartment, Mayapuri, New Delhi- 110064. Mob.- 9818747759 rajesh.kr70@gov.in	Harinagar, Mayapuri	Under Secretary, Ministry of Defence	Harinagar (D48)
5.	Vipin Kumar 797, Block-13, Baba Kharak Singh Marg, New Delhi- 110001 Mob.- 9810062014 vipin.kr@sansad.nic.in vipinksrijan@gmail.com	Baba Kharak Singh Marg, North Avenue, South Avenue, Kali Bari Marg, Hanuman Road, DIZ Area Addl. Charge- Minto Road	Dy. Director, Rajya Sabha Secretariat	North Avenue (D-31), Kali Bari (D-76), South Avenue (D-32) & Minto Road (D-4)
6.	Rakesh Kumar 5/3A, Type- III, Sector-2, Udyan Marg, Gole Market, New Delhi. Mob.- 9971103543 rakesh1975.in@gmail.com	Sector-1,2,3, 4,C, D & E Gole Market, Albert Square Mandir Marg, Panchkuian Road Addl. Charge - Chitragupta Road, XYZ Quarters, Aram Bagh	Private Secretary, Ministry of Railways	Gole Market (D1)

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7.	Rajveer Singh A3, Tower 15, Type- IV, Kidwai Nagar East, Delhi- 23 Mob.- 9650388955 rajus92@gmail.com	Kidwai Nagar East (Type- II, III &IV, East Kidwai Nagar)	Director, Central Water Commission	Kidwai Nagar East(D-12)
8.	H Govind E-3, Tower- 10, Type -5, Kidwai Nagar East, New Delhi-110022 Mob.- 9818719799 govind.h13@nic.in	Kidwai Nagar East (Type-V, VI &VII East Kidwai Nagar)	Pr. Staff Officer, National Water Informatics Centre, D/o Water Resources	Kidwai Nagar East(D-12)
9.	Ratnesh Bharati 279, Type-4, Laxmi Bai Nagar, New Delhi- 110023. Mob.- 9821885603 ratnesh.bharti@rediffmail.com	Laxmi Bai Nagar	Dy. Director, Ministry of Defence	Laxmi Bai Nagar (D-15)
10.	Asha Gulati 5-241, School Block, Shakarpur, Delhi-110092 Mob.- 9811941419 asha.gulati@nic.in	Laxmi Nagar, Shakarpur	PSO, D/o Economic Affairs	Laxmi Nagar (D67)
11.	Pankaj Kumar Sinha Qtr. No.- 708, Block No.- 6, 3rd Avenue Road, Lodhi Colony, New Delhi-110003 Mob.- 8178414247 pankaj.kumarsinha@gov.in	Lodhi Colony <u>Addl. Charge :-</u> Bharti Nagar, Pandara Road, Ravinder Nagar, Kaka Nagar, Bapa Nagar, Pragati Vihar, Lodhi Road Complex	Under Secretary, D/o Higher Education	Aliganj, Lodhi Road 1(D-9)
12.	Sanjeev Kumar G-15, Mansarover Park, Shahdara, Delhi- 110032 Mob.- 9868520310 sanjeev.dgqa@gmail.com	Mansarover Park Shahdara	Joint Director, M/o Defence (AG's Branch, IHQ of MoD(Army))	Shahdara (D-49)
13.	Brijesh Pant B-4 Manas Apartments Mayur Vihar -I, Delhi- 110091 Mob.- 09910071334 pantbrijesh@yahoo.com	Mayur Vihar	Reporter, Akashvani & Doordarshan, Information & Broadcasting	Mayur Vihar (D- 77)
14.	Satinder Singh Mattu B-54, Second Floor, Shivalik, New Delhi- 110017 Mob.- 9212433370 ssmattuofficial@gmail.com	Saket, Geetanjali, Shivalik, Malviya Nagar, Begumpur, Press Enclave, Sheikh Sarai, Savitri	Joint Director, Rajya Sabha Secretariat	Malviya Nagar (D-41)

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		Nagar, Panchsheel Park		
15.	Rajesh Sharma A-205, Moti Bagh-I, New Delhi-110021 Mob.- 8810603616 r.sharma74@gov.in	Moti Bagh- I Addl. Charge – North-West Moti Bagh, Chankyapuri & Vinay Marg	Under Secretary, DOPT	Moti Bagh-I, (D-16)
16.	Deepak Kalra F-373, Nank Pura, New Delhi-110021 Mob.- 9013965657 deepakk.1705@sansad.nic.in	Nanakpura	Dy. Secretary, Rajya Sabha Secretariat	Nanakpura (D-29)
17.	Vijay Kumar H.No.- 76/4, Sector-1, Pushp Vihar, New Delhi- 17 Mob.- 8700619605 vijay.kumar.dfs@nic.in	Sector-1 &3, Pushp Vihar	Private Secretary, Dept of Financial Services	M.B. Road (D65)
18.	Dhiraj Kumar Quarter No.- J, Block-28, Sector-4, Pushp Vihar, N.B. Road, New Delhi- 110017 Mob.- 9958450259 dhiraj.kumar78@nic.in	Sector- 4 &5, Pushp Vihar	Assistant Director, M/o Housing & Urban Affairs	Push Vihar (D-78)
19.	Rajeev Kumar Rakshit Qtr. No.- 433, Pushp Vihar, Sec-7, New Delhi- 110017 Mob.- 9015705987 rajeev.bharti505@gmail.com	Sector 7, Pushp Vihar	Assistant Accounts Officer, PAO(CWC), M/o Jal Shakti	Pushp Vihar (D-78)
20.	Surender Kumar Qrs. No.-1121, Type- 4, Sector-4, R.K. Puram, New Delhi-22 Mob.- 9810828203 surender.kumar32@nic.in	Sector- 6, R.K. Puram	Pr. Private Secretary, Cabinet Secretariat	R.K. Puram (D-50)
21.	Alok Suman Q. No.- 719, Sector-4, R.K. Puram, New Delhi. Mob.-9718470823 alok.suman@nic.in	Sector – 4, R.K. Puram <u>Addl. Charge-</u> Sector-1, RK Puram	Under Secretary, DoP&T	R.K. Puram (D-43)
22.	Ashok Kumar Sector-5/1583, R.K. Puram, New Delhi- 110022 Mob.- 9990018453 ashok.upsc@gmail.com	Sector – 5, R.K. Puram	Section Officer, UPSC	RK Puram (D-50)
23.	Ram Chander 523, Sec.-4, RK Puram, New	Sector – 2 & 3, R.K. Puram	Under Secretary, D/o Science & Technology	R.K. Puram (D-46)

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	Delhi. Mob.- 9810830592 chander.ram@nic.in			
24.	Vivek Kumar 1107, Type- IV, R.K. Puram, Sector- 8 Mob.- 9999262702 kumar.vivek@nic.in	Sector - 7, R.K. Puram	Private Secretary, Central Vigilance Commission	R.K. Puram (D-52)
25.	Mohan Singh Bisht H.NO.- 500, Sector-8, RK Puram, New Delhi-02 Mob.- 9868472544/ 8700197969 mohan_bisht2@rediffmail.com	Sector- 8, R.K. Puram	Section Officer, Ministry of Defence	R.K. Puram (D-52)
26.	Jitendra Mohan Bhardwaj 445, Sector- IX, R.K. Puram, Delhi-110022 Mob.- 9868281287 jimbhardwai67@yahoo.com	Sector- 9, R.K. Puram Addl. Charge- Sector-10, RK Puram	Additional Director, Rajya Sabha Secretariat	R.K. Puram (D-69)
27.	Rajwant Singh J-7/80C Rajouri Garden, New Delhi Mob.-9810286668 mickvscthi200@yahoo.co.in	Rajouri Garden	Private Secretary, M/o Information & Broadcasting	Rajouri Garden (D-53)
28.	Dinesh Kumar TC-817 (12 ½ Yards)Raghubir Nagar, Near Kendriya Vidhyalaya Tagore Garden, New Delhi- 110027 Mob.- 7838384527/ 9013463127 dineshkumar.83@sansad.nic.in	Tagore Garden, Tagore Garden Extension, Raghubir Nagar	Pr. Secretary, Rajya Sabha Secretariat	Rajouri Garden (D-53)
29.	I.V. Rajya Laxmi F-225, Second Floor, Shankar Road, New Rajinder Nagar, New Delhi- 110060 Mob.- 9319383978 laxmisai267@gmail.com / laxmi.ila@sansad.nic.in	Shankar Road, New Rajinder Nagar	Executive Officer, Rajya Sabha Secretariat	New Rajinder Nagar (D-45)
30.	Vipin Kumar Flat No.- 1-C, U&V Block, Shalimar Bagh, New Delhi- 110088 Mob.- 9990402593 vipin.k13@nic.in	Shalimar Bagh	Section Officer, DOPT	Shalimar Bagh (D-88)
31.	Bharat Bhushan Upadhyay H.No.- 121, Sector- 2, Type -3,	Sector- 1 &2, Sadiq Nagar & Andrews	Under Secretary, M/o	Sadiq Nagar, D- 63

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	Sadiq Nagar, New Delhi-49. Mob- 9810553709 bb.upadhyay@nic.in	Ganj	Housing & Urban Affairs	& Andrews Ganj (D-39)
32.	Kamal Swaroop Q. No.- 141, Sec-3, Type- IV, Sadiq Nagar, New Delhi- 110049 Mob.- 9873060634 kamal.swaroop@nic.in	Sector- 3, Sadiq Nagar & Hudco Place	Dy. Director, D/o Telecommunica tions	Sadiq Nagar D- 63
33.	Bela Tripathi Flat No.- 16, DDA SFS Flats, Pocket -I, Sec- 1, Dwarka, Delhi- 110075 Mob.- 9868941668 binnitripathi@gmail.com	Delhi Cantt.	Admin Officer, M/o Defence	Delhi Cantt (D3)
34.	Sarada Behera Qtr. No.- 29-J, CPWD Colony, Vasant Vihar, New Delhi- 110057 Mob.- 9899192870/ 7982791827 sarada.behera@nic.in	Vasant Vihar	PPS, DOPT	Vasant Vihar (D- 96)
35.	Sanjeev Kumar Dhawan 312, 3rd Floor, 3rd Floor, Block- KG 1, Vikaspuri, New Delhi- 110018 Mob.- 9868013245 sanjeev.dhawan76@sansad.nic.in	Vikaspuri	Dy. Director, Rajya Sabha Secretariat	Vikaspuri (D- 17A)
36.	Ashish Agrawal G-701, Thyagraj Nagar, Shri Jagannath Marg, New Delhi. Mob. - 8527250747 ashish.agrawal85@gov.in	Thyagraj Nagar	Under Secretary, DoWR, RD &GR,	Aliganj, Lodhi Road (D-9)
37.	Manoj Kumar Jha B-006, Central Government Employees Residential Complex, Mohammadpur, R. K. Puram- 110066 Mob.- 7990413465 manojkumari.guj.ae@cag.gov.in	Mohammadpur, R. K. Puram	Assistant Audit Officer, India Audit and Accounts Department	R.K. Puram, Sector-2
38.	Vijay Kumar H.No.- 371, St. No.- 6, A Block, Baba Colony, Burari, DL-84 Mob.- 9899706671 vijay.kumar28@gov.in	Burari and Mukherjee Nagar	Section Officer, M/o Defence	Timarpur (D-7)
39.	Joy Mukherjee 1276, Multy Storey, Timarpur, Delhi- 110054 Mob.- 9818006450	Timarpur	Administrative Officer, M/o Health	Timarpur (D-7)

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	joymukherjee@ncdc.gov.in		&Family Welfare	
40.	Badri Nath C-205, M.D. Society, Geeta Colony, Delhi- 31 Mob.- 9818540292 badrinath292@gmail.com	Krishna Nagar	Administrative Officer, I.M.D., Ministry of Earth Sciences	56- GKG
41.	Dr. Dhan Singh Meena 17, LF, Tansen Marg, Bengali Market, Delhi-01 Mob.- 9990362356 ds.meena@cghs.nic.in	Bengali Market, Mandi House	DDO, CGHS, Central Zone, M/o H & FW	Telegraph Lane, CGHS Disp. (D-34)
42.	Sanjay Sharma B-21, Raghu Nagar, Near Janak Puri, C Block, New Delhi- 45 Mob.- 9818237671 gaur.sanjay@nic.in	JanakPuri	Private Secretary, Ministry of Defence	CGHS Janakpuri-I (D-61)
43.	Sanjay Gupta 227, Siddhartha Enclave, Ashram, New Delhi- 110014. Mob.- 9818360669 sgupta.air@gmail.com	Ashram Bhogal	Assistant Engineer, Prasar Bharti Secretariat, M/o I&B	CGHS Wellness Centre No.- D-40, Birbal Road, Jangpura, New Delhi-110014.

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**LIST OF OFFICERS NOMINATED AS AREA WELFARE OFFICERS (AWOs) FOR
THE CALANDER YEAR 2025 & 2026 OUTSIDE DELHI**

S No.	Name (Sh./Smt./Ms.) Residential Address and Contact no.	Designation/Minstry/ Department	Name of Area	CGHS WC Number
1	Dinesh Kumar Rai 13/361, St. No.- 2, New Ashok Nagar, Sonapat (Haryana) Mob.-7988491731 dinesh4rai67@gmail.com	Sr. Administrative Officer, ITB Police, M/o Home Affairs	Sonipat, Haryana	Sonipat (D-103)
2	Jay Prakash Narayan Singh Q. H.- -1049, Type- V, Old Govt. Qtr, NH-4, Faridabad, Haryana Mob.-8130639909 jay_mkt2010@yahoo.in	Under Secretary, M/o Agriculture	NH4, Faridabad	D-70, NH-4, Faridabad
3	Rajeev Kumar FF-2, Plot No. 174, Sector-5, Vaishali, Ghaziabad, U.P -201010. Mob.-09136535009, rk131969@gmail.com	Reporter, M/o Information & Broadcasting / Prasar Bharti	Vaishali, Kaushambi (Ghaziabad)	Indirapuram (D-97)
4	Saurabh Shekhar FF-13, Vardan Apartment, Abhay Chand-3, Indirapuram, GZB Mob.- 9873866653 shekhar.saurabh18@sansad.nic.in	Additional Director, Rajya Sabha Secretariat	Indirapuram, Vasundhara (Ghaziabad)	Indirapuram (D-97)
5	Ranjan Kumar E-1021, SG Homes, Sec-3, Vasundhara, Ghaziabad, U.P.- 201012 Mob.-9013575134 ranku.73@sansad.nic.in	Joint Director, Rajya Sabha Secretariat	Sahibabad (Ghaziabad)	Sahibabad (D-94)
6	Sudhir Kumar Choudhary QTR. No.- 997, Type- IV, Kamala Nehru Nagar, Ghaziabad, U.P.- 201002 Mob.-9868472371 csudhir31@yahoo.com	Assistant Accounts Officer, M/o Information & Broadcasting	Ghaziabad (Main)	Ghaziabad (D-68)
7	Dr. Azeem Anwar Khan E-1802, Aakriti Shantiniketan, Sector- 143 B, Noida Expressway, U.P.- 201306 Mob.-8447488129	Sr. Parliamentary Interpreter, Rajya Sabha Sectt.	Sector- 143, NOIDA	Greater NOIDA (D 22A)

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	azeemkhan.92@sansad.nic.in			
8	Rana Dhirendra Pratap Yadav B 12A02, Aakriti Shanti Niketan, Sector- 14313, Noida- 201304 Mob.-9810583429 rana.dhirendra@sansad.nic.in rana_dhirendra@yahoo.co.in	Additional Director, Rajya Sabha Secretariat	NOIDA, Gautam Budh Nagar	NOIDA Sec-82 (D-95)
9	Aryan Kumar Qtr No.- 8, Type- V, CPWD Quarters, Seminary Hills, TV Tower Chowk, Nagpur Mob.-7030001923 aryandracer@gmail.com	Registrar, Debts Recovery Tribunal, M/o Finance	Nagpur, MS Seminary Hills	Seminary Hills, Nagpur (NP- 2A)

Saksingh

No. 32/04/2024-Welfare
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Welfare Division)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi.
Dated the 21st January, 2025

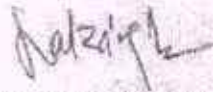
CIRCULAR

Subject: Nomination of Area Welfare Officers (AWOs) for the calendar years 2025 and 2026-regarding.

The undersigned is directed to refer to this Department's O.M. of even number dated 30th December, 2024 on the subject mentioned above. The following officers are nominated as Area Welfare Officer (AWO), for the calendar years 2025 and 2026 as per details given below:-

S. No	Name/Residential Address and Contact No.	Designation/ Ministry/ Department	Name of Area(s)	CGHS WC Number
1	Gulshan Gaba 26/13, Ashok Nagar, New Delhi- 110018 Mob.-9818082970 areawelfareofficer@gmail.com	Pr. Private Secretary, M/o Statistics & Programme Implementation	Ashok Nagar & Tilak Nagar	Tilak Nagar (D26)
2	Dalbir Singh H.No.- 4A, MR Block, Prem Nagar, Nafagarh, Delhi -43 Mob.- 9968310436 dalbir.singh@nic.in	Dy. Secretary, Ministry of Jal Shakti	Najafgarh	Jharoda Kalan (D 33A)
3	Sukh Lal Meena RZF-2/81, Gali No.- 3, Nasirpur Road, Mahavir Enclave, New Delhi- 110045 Mob.- 9868282749 slmeena14@gmail.com meena.sukh@nic.in	Director, M/o Women and Child Development	Palam Village, Sadh Nagar, Raj Nagar, Manglapuri, Mahavir Enclave, Vailsali, Dashrathpuri, Durga Park, Nasirpur Village, Nasirpur DDA Flats	Palam Colony (D-66)

2. Tenure of the Area Welfare Officer shall be up to 31.12.2026 or till the services are required by the Government of India or the officer resigns or retires form service, whichever is earlier.


(Satyendra Singh)
Under Secretary (RWA)
☎ 24646961

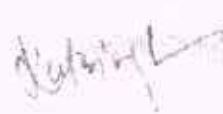
P.T.O.

To

1. All Ministries/Departments of Government of India
2. Sh. Gulshan Gaba, 26/13, Ashok Nagar, New Delhi- 110018;
3. Sh. Dalbir Singh, H.No - 4A, MR Block, Prem Nagar, Nafagarh, Delhi -43
4. Sh. Sukh Lal Meena, RZF-2/81, Gali No.- 3, Nasirpur Road, Mahavir Enclave, New Delhi- 110045;
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, SamajSadan, 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.
19. CMD, NBCC, Kidwai Nagar East, 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. AWOs are requested to inform the local Civil Authorities/Police Authorities about their nomination as Area Welfare Officer.


(Satyendra Singh)
Under Secretary (RWA)
Tel: 24646961

No.32/04/2024-Welfare
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Welfare Division)

Lok Nayak Bhawan, New Delhi.
Dated the 16th September, 2024

CIRCULAR

Subject: Nomination of Area Welfare Officers (AWOs) for the calendar years 2025 and 2026-regarding.

The Department of Personnel & Training nominates Gazetted Officers of Government of India 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 services to them. A list of functions of Area Welfare Officer is enclosed as Annexure-I. Criteria for selection of AWO are enclosed as Annexure-II. The functions of AWOs are official in nature and are performed by them on honorary and voluntary basis. Only those officers who are willing to function as Area Welfare Officer and can spare time for welfare work will be considered for nomination.

2. The tenure of the Area Welfare Officers shall be for a period of two years (w.e.f. 01.01.2025 to 31.12.2026) or till the services are required by the Government whichever is earlier. 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.

3. The applicant should not be an office bearer of any Central Government Residents Welfare Association or any other Central Government employees Association.

4. Applications from those officers, who are willing to work in honorary and voluntary capacity, as Area Welfare Officers, duly recommended by the Department/administrative authority concerned may be forwarded to the undersigned latest by 15th October, 2024. A format of application is also enclosed as Annexure-III.

**Signed by Sujit Kumar
Mishra**

Date: 16-09-2024 20:05:54

(Sujit Kumar Mishra)

Under Secretary (RWA)

Tel.No. 24646961

To,

All Ministries/Departments of Government 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 offices under it.

Copy to:-

1. Ministry of Health and Family Welfare (Mass Mailing Unit), New Delhi.
2. Director General (Works), CPWD, Nirman Bhawan, New Delhi.
3. Director (Admn.), Office of Director General Health Services, Nirman Bhawan, New Delhi.
4. All Chairmen, General Government Employees Welfare Co-ordination Committee with the request to identify the areas and recommend/forward application for nomination of AWO.
5. Accountant General, Central Revenue, I.P. Estate, New Delhi.
6. Union Public Service Commission, New Delhi.
7. Staff Selection Commission, New Delhi.
8. Chief Medical Officer (Hqrs.), CGHS, New Delhi.

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, blood donation, family planning etc., conducted by the Ministry of Health and Family Welfare or other authorities.

Note: The above list is only illustrative and not exhaustive.

GUIDELINES/CRITERIA FOR SELECTION OF AREA WELFARE OFFICEERS

1. The tenure of Area Welfare Officers shall be for two years from the date of appointment till their services are required by the Government whichever is earlier. However, if there no other candidate for the area, the old AWO, if he has applied afresh, should be allowed 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 any Central Government Employees Residents Welfare Association or any other Central Government employees 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. He should not be a controversial person.

