

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 7th October, 2015

OFFICE MEMORANDUM

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

The undersigned is directed to say that officers whose particulars are given below have been nominated as Area Welfare Officer for the Calendar Years 2015 and 2016 for the Area indicated against their names with the approval of Chief Welfare Officer, Department of Personnel & Training.

2. It is further stated that the tenure of these Area Welfare Officers shall be up to 31.12.2016 or till their services are required by the Government or the officer resigns or retire from service, whichever is the earliest. 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 in Annexure-I.

S. No.	Name of the AWO S/Shri	Degn./ Ministry/Deptt	Name of Area(s)	CGHS WC
1.	J.S. Rawat KG3/129, Vikas Puri, New Delhi-17 23383557 9868664236	Section Officer D/o Consumer Affairs, Krishi Bhawan	Vikas Puri	Vikas Puri (No.17-A &74)
2.	Kumar Saurabh 9/760, Lodhi Colony, New Delhi-3 24360585 9718347525	1 st PA to Minister, M/o Minority Affairs, Paryavaran Bhawan, CGO Complex.	Lodhi Colony NDMC Area	Lodhi Road (D 10)
3.	Dr. Tarsem Chand 202, Tower 30, Commonwealth Games Village, New Delhi-92, 23062434 9818603070	Joint Secretary(in situ), M/o Health & Family Welfare	Commonwealth Games Village	Mayur Vihar

Out Side Delhi

S. No.	Name of the AWO S/Shri	Degn./ Ministry/Deptt.	Name of Area(s)	CGHS WC
1.	Rakesh Kumar Gupta, 1224 E, Sector-7 B, Chandigarh, 2791076 9256129023	Private Secretary, Labour Bureau, Chandigarh	Sector-7 B Chandigarh	-----

P. Tyagi

(Pratima Tyagi)
Director (Canteen)
Tele:- 24624722

To

1. All Ministries/Departments of Govt. 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 (Hqtrs.), CGHS, New Delhi.
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. Secretary, GKK, Samaj Sadan, Lodhi Road Complex, N. 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. MD, Mother Dairy Fruit & Vegetable Pvt. Ltd., A-3, Sector-I, Noida (U P) 201 301.
16. MD, Delhi Metro, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi-1.

Note:

Nominated AWOs are requested to inform the local authorities Civil/Police Authorities About their nomination as Area Welfare Officer.

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.