

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, NEW DELHI-02
(ADMINISTRATION BRANCH)

No.F.45(255)/2017/DSW/Cir/Estt./267


Dated: 15/5/17

CIRCULAR

Please find enclosed the copies of the following letters received in this Department for information and further necessary action:

1. F.9(2)/1/UTCS/2016-17/TS-VI/5591-5757 dated 26.04.2017 received from the Asstt. Director (Trg-VI) Directorate of Training (UTCS) regarding Good Governance training programme for June, 2017.
2. GAD/2017/18925 dated 25.04.2017 received from the Area Welfare Officer, Directorate of Estaes, Nirman Bhawan regarding nomination of Area Welfare Officer for the calendar years 2017 and 2018 for Delhi/Delhi NCR and Outside Delhi.

Encls: As above.


Supdt. (Admn.II)

No.F.45(255)/2017/DSW/Cir/Estt./267

Dated: 15/5/17

Copy to:

- ✓ 3. System Analyst, DSW for uploading the circular on the Departmental website.
4. Guard file.


Supdt. (Admn.II)

Mail forwarded to
DSW & DWCD on
28/04/17

Subject: Fwd: Training Programme for the month of June 2017.

Date: 28/04/17 13:13

From: Rajender Kumar <adtrg6utcs.delhi@nic.in>

32/12

To: pgcdelhi@nic.in, platatara@in.com, pmstibbiacollege@rediffmail.com,
pplgec@gmail.com, pradaplayals@gmail.com,
premananda_p@yahoo.com, principal_shmc@yahoo.com,
principalhmc@gmail.com, prsecycm.delhi@nic.in, psfin@nic.in,
psheal@nic.in, psicm@nic.in, pslandb.delhi@nic.in,
psplg.delhi@nic.in, pspw@nic.in, pspwd@nic.in, pssw@nic.in,
pstechedu@nic.in, pstrans@nic.in, psud@nic.in,
punjabiacademydelhi@rediffmail.com, r.chander32@yahoo.co.in,
rajalcoldude@gmail.com, rakesh.ddma@gmail.com, rsbdelhi@nic.in,
rukmaniddmas@gmail.com, sanjay.sindri@yahoo.com,
schbranch@hotmail.com, schbranch@hotmail.com,
sciencebranch@gmail.com, sciencebranch@gmail.com, seckg@nic.in,
secscsdel@nic.in, secservices@nic.in, secy.djb@nic.in,
secyar@nic.in, secyart@nic.in, secydec@nic.in, secyedu@nic.in,
secyhealth.delhi@nic.in, secyit@nic.in, secylab-delhi@nic.in,
senv@nic.in, sgad@nic.in, shaktikumar85@gmail.com,
shivani.jain2008@gmail.com, shivsarin@gmail.com,
sindhiacademy@gmail.com, singh.ak159@gmail.com,
skaushal261@gmail.com, spd_delhi@rediffmail.com,
addl.de.school@gmail.com, splcommtp@nic.in, spsanwal@gmail.com,
ssfs.delhi@nic.in, ssgad.delhi@nic.in, ssud@nic.in,
stateelectioncomm.delhi@gmail.com, sunilkhatri@gmail.com,
surinderdda@gmail.com, tr_eastregion37@yahoo.com,
urduacademydelhi@yahoo.co.in, wc_dwb@yahoo.com,
yogitabhatia1@gmail.com

Office of the Secretary/DW/WCD
Deptt. of Social Welfare
Govt. of NCT of Delhi

28 APR 2017

Dy. No. 1881

Good Governance Training Programme for the Month o... (887kB)

adtrg6utcs.delhi.vcf (102bytes)

adtrg6utcs.delhi.vcf (102bytes)

adtrg6utcs.delhi.vcf (102bytes)

----- Original Message -----

From: "Rajender Kumar" <adtrg6utcs.delhi@nic.in>

Date: Apr 28, 2017 1:12:14 PM

Subject: Fwd: Training Programme for the month of June 2017.

To: dghome@nic.in, dgmdfc.delhi@nic.in, dir.gbph@gmail.com, director.adr@gmail.com, directorihbas@vsnl.net, diredu@nic.in,
direnv.delhi@nic.in, dirhiedu@nic.in, divcom@nic.in, dmc_ncl@rediffmail.com, dpmaids@gmail.com,
dpmunorthwest@gmail.com, dpmunorthwestdelhi@gmail.com, dpmuwest1@gmail.com, dr.anilkumardelhi@gmail.com,
drncjoshi@gmail.com, drzskmarak@yahoo.in, dsadmud.delhi@nic.in, dsci.delhi@yahoo.co.in, dsssb-secy@nic.in,
dtc@bol.net.in, dtehedu@gmail.com, dudanirs@yahoo.co.in, dvigil@nic.in, electionjec@gmail.com, fincomnct@nic.in,
fsldelhi@indiatimes.com, gbss1925009@gmail.com, geo.spatial.delhi@gmail.com, gsggh@nic.in, gm@dsfdc.org,
gncedir@gmail.com, harishk243@gmail.com, hemantkumar.suryawanshi@gmail.com, hindiacademydelhi@gmail.com,
jabihprogrammer@gbpec.edu.in, jainsushma.04@gmail.com, janakpurijssh@yahoo.com, Jatindersingh1788@gmail.com,
jditedu.delhi@nic.in, jditedu.delhi@nic.in, jslamba.dm@gmail.com, labcom@nic.in, lnhmsoffice@gmail.com,
m.s.svbph@gmail.com, mcdtrc@gmail.com, md@dtl.gov.in, md-dkvib@nic.in, mekka@rediffmail.com,
mgr.comp.dscsc@gmail.com, ms_mnhosp@nic.in, msaaagh@gmail.com, msbjrmh@yahoo.co.in, msbsah@yahoo.co.in,
msdcbhdhs.delhi@nic.in, msdcw.delhi@nic.in, msddmsc@gmail.com, msdduh@yahoo.in, msdfc4.delhi@nic.in,
msdhas2010@gmail.com, msecycdw@rediffmail.com, msgtbhrgh@gmail.com, mshccmh@gmail.com, msjpch2010@gmail.com,
mslbs@gmail.com, msmbh@hub.nic.in, msrtrmh@gmail.com, mssgmh@rediffmail.com, mssrhch@gmail.com,
namoshreerai@gmail.com, neetesh1984@gmail.com, nizam.neelofar@gmail.com, noitdev.delhi@nic.in,
ntkrishna56@yahoo.co.in, nvjrdindia@gmail.com, obccofmmission@yahoo.co.in

----- Original Message -----

From: "Rajender Kumar" <adtrg6utcs.delhi@nic.in>

Date: Apr 28, 2017 1:11:14 PM

Subject: Training Programme for the month of June 2017

To: acharyashreehospital15@gmail.com, acpdkvib.delhi@nic.in, adcddev.delhi@nic.in, add.dir.edu@gmail.com,
addl.de.school@gmail.com, addlde@yahoo.com, akbadrsh@yahoo.com, ambd@nic.in, anitasatia12@yahoo.co.in,
anjali.ddma@gmail.com, ansupa@gmail.com, arorakunwarrajai@yahoo.in, asfin@nic.in, asjhospital@rediffmail.com,
asrev.delhi@nic.in, binduaggarwal123@rediffmail.com, bocwhq.del@gmail.com, bpibs.delhi@nic.in,
catsambulance@yahoo.com, cbpayurved@gmail.com, cbpayurved@yahoo.co.in, cbpgec@gmail.com, ccscsc@bol.net.in,
cdevlop@nic.in, cdmoeastdelhi@gov.in, cdmocentralcd@gmail.com, cdmomddhs.delhi@nic.in, cdmonedhs.delhi@nic.in,
cdmoshahdara.delhi@nic.in, cdmoshahdara@gmail.com, cdmosouth@gmail.com, ceo_delhi@eci.gov.in, cexcise@nic.in,
cfood@nic.in, chdagr@nic.in, chdpcc@nic.in, chpgc@nic.in, cmd_dtc@yahoo.com, cmddfc.delhi@nic.in, cmo_nz@nic.in,
cmo_wz@nic.in, cmosw-dhs-delhi@nic.in, cnbc2003@yahoo.co.in, comind@nic.in, commtpt@nic.in, cravat@nic.in,
ctt.delhi@nic.in, dagri@sansad.nic.in, dccentral@nic.in, dceast@nic.in, dcexcise@nic.in, dcfohq.dlfire@nic.in, dcnd@nic.in,
dcne@nic.in, dcnorth@nic.in, dcoadmpao@nic.in, dcshahdara2014@gmail.com, dcsk_2006@yahoo.com,
DCSK_2006@yahoo.com, dcsouth@nic.in, dcswn@nic.in, dcwest@nic.in, dde_nwa@rediffmail.com,

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Tele Fax: 22388504, Fax No. 22308556, 22303843-44 Email: adtrg6utcs.delhi@nic.in

F.No F 9 (2)/1/UTCS/2016-17/TS-VI/ 5591-5757

Dated: 26.04.17

To

All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi

Sub: Good Governance Training Programmes for June, 2017.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of June, 2016, four training programmes on 'Good Governance' will be organized as detailed below:

Sl. No	Name of the Programme	Duration	Date(s)	Last date of Receiving nominations
1.	E-Office	One day	06.06.2017	29.05.2017
2.	Computer Operations (Advanced Course)	Three days	07.06.2017 to 09.06.2017	30.05.2017
3.	Basic Computer Operations	Two days	21.06.2017 to 22.06.2017	14.06.2017
4.	RTI-Act - Capacity Building for Government employees	Two days	28.06.2017 to 29.06.017	21.06.2017

- ❖ **E-Office:** One day training is to be held on 06.06.2017. **Nominations to be sent latest by 29.05.2017.** This is very useful for all officials and officers for the day to day functioning of files and correspondence through in E-Office software.
- ❖ **Computer Operations (Advanced):** Three day training programme to be held from **07.06.2017 to 09.06.2017** on learning advanced use of Powerpoint, MS-Excel & MS Access, etc. for competency in daily use. **Only 20 trainees are enrolled in each batch.** Kindly send the well in advance, Nominations to be sent latest by **30.05.2017.**
- ❖ **Basic Computer Operations:** Two day training programme is to be held from **21.06.2017 to 22.06.2017** on learning how to use the computer, MS-Word, Powerpoint, Internet, etc. for competency in daily use. **Only 20 trainees are enrolled in each batch.** Kindly send the nominations well in advance. Nominations to be sent latest by **14.06.2017.**

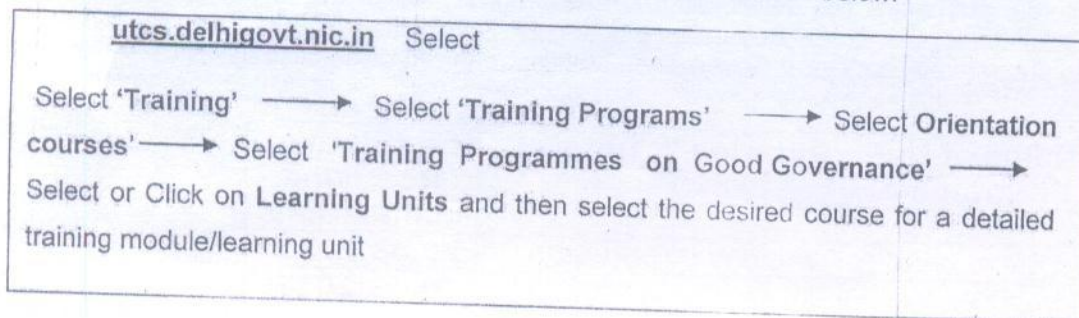
Contd....2...

- ❖ **RTI Act-Capacity Building For Government Employees:** This is a two days training programme and will be held from 28.06.2017 to 29.06.2017. Nominations to be sent latest by 21.06.2017. This will help the officials understand the RTI Act, its provisions and its implementation. This is very useful for all officials and officers for the day to day functioning of files and correspondence and in RTI matters.

TARGET BENEFICIARIES OF THE COURSES

The Course has been designed to benefit those who are working in the Government of NCT of Delhi, its local/autonomous bodies, public sector undertakings and have a regular interface with the public.

The Detailed Training Module / Learning Units are available on our website at utcs.delhigovt.nic.in. The navigation to the courses is as detailed below:-



NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable officers / officials may be nominated to participate in these courses. The nominations should be sent in time for each course.

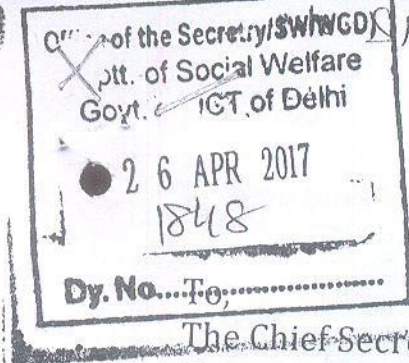
OTHER INSTRUCTIONS for the participants:

- 1 Participants may contact the undersigned for any information/clarification on training course.
- 2 Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
- 3 Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- 4 Contact number of the participants may kindly be sent with the nomination letter.
- 5 Bio data form is available on the department's website www.utcs.delhigovt.nic.in under 'Training'.
- 6 Contact/correspondence may be made on Phone No. 22303843, Fax No. 22308556 / 22303843 / 22303844 and through Email address adtrg6utcs.delhi@nic.in

Rajender Kumar
(RAJENDER KUMAR)
ASSISTANT DIRECTOR (TRG-VI)
adtrg6utcs.delhi@nic.in

Copy to:

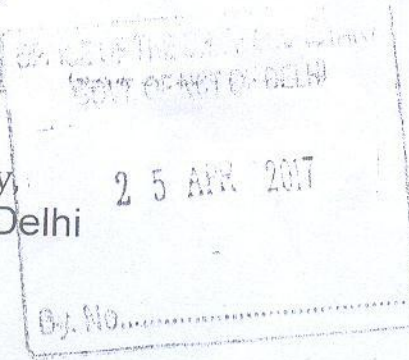
The Assistant Director Care Taking, Dte. of Training: UTCS for uploading on the website of the Department.



A/8/WO/MISC/2017

32/C
By Regd. DMK
Speed Post

The Chief Secretary,
Govt. of NCT of Delhi
9
th
Floor "C" Wing
Delhi Secretariat
IP Estate, New Delhi - 110 002



GRAD/2017/18925

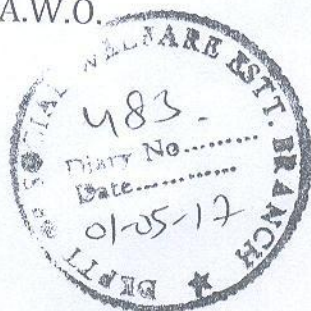
Sub: Nomination of Area Welfare Officer for the Calendar Year 2017 and 2018 for Delhi/Delhi NCR and outside of Delhi.

Sir,

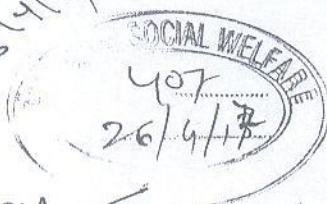
In the connection of above subject I wish to bring to your kind notice that I have been nominated Area Welfare Officer for the Area comes under CGHS (84) Yamuna Vihar vide letter No. 32/11/2016- Welfare dated 30th December 2016 of Ministry of Personnel, Public Grievance & Pension.

It is submitted for information and further necessary action please.

- Encl: 1. Copy of order
2. Copy of List
3. Functions of A.W.O.



(Saleem Ahmed)
Area Welfare Officer
Directorate of Estates,
Nirman Bhawan, New Delhi
Mob: 9968313148



390/SR/17
28/04/17

DD(A)
H.A.

By 2017
All DAS
01/05/17

IMMEDIATE

No.32/11/2016 - 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, 2016

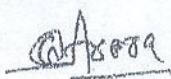
OFFICE MEMORANDUM

Subject: Nomination of Area Welfare Officers for the calendar years 2017 and 2018 for Delhi/Delhi NCR and outside Delhi

The officers, whose particulars are indicated in the enclosed list, have been nominated as Area Welfare Officers (AWOs), for the calendar years 2017 and 2018 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 31.12.2018 or till his/her services are required by the Government or the officer resigns or retires from service, whichever is the earlier. 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, alongwith the list of AWOs.

Encl.: as above.


(G.S. Arora)
Chief Welfare Officer (RWA)
Tel: 24624821

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 Sangathan, Shaheed Jeeb 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, Samaj Sadan, 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.

- 321C
5. 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-1
 19. Technical Director, NIC, Lok Nayak Bhawan for uploading the O.M. alongwith enclosures on the website of this Department under the Welfare Division.

Note:

- 1) 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.
- 2) Nominated AWOs are requested to inform the local Civil Authorities/Police Authorities about their nomination as Area Welfare Officer.

G.S. Arora

(G.S. Arora)

Chief Welfare Officer (RWA)

Tel: 24624821

	Prafull Kumar Sinha 35 E, CPWD Colony, Vasant Vihar, New Delhi - 110057 Office - 23719710 Mb. - 9868353739 prafullsinha@gmail.com	Under Secretary, Ministry of Power	Vasant Vihar	Vasant Vihar (96)
45.	Saleem Ahmed B-320, Subhash Vihar, North Ghonda, Delhi - 110053 Office - 23022199/Extn.2907 Resi. - 22180439 Mb. - 9968313148 saleem69_ahmed@yahoo.co .in	Supdt. A/Cs Directorate of Estates	Yamuna Vihar	Yamuna Vihar (84)



FUNCTIONS OF AREA WELFARE OFFICER

function as coordinating officer between the CGHS Dispensary and its beneficiaries regarding complaints from either side.

To attend to all emergency hospital work like help in expeditious hospitalisation of serious cases, attending to complaints regarding hospital care, etc.

To serve on the CGHS Area Advisory Committee for considering suggestions for the improvement of services and facilities.

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 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.