CIRCULAR

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


2. GAD/2017/18925 dated 25.04.2017 received from the Area Welfare Officer, Directorate of Estates, 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.

Copy to:

Supdt. (Admn.II)
To
All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi


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:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Programme</th>
<th>Duration</th>
<th>Date(s)</th>
<th>Last date of Receiving nominations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>E-Office</td>
<td>One day</td>
<td>06.06.2017</td>
<td>29.05.2017</td>
</tr>
<tr>
<td>2.</td>
<td>Computer Operations (Advanced Course)</td>
<td>Three days</td>
<td>07.06.2017 to 09.06.2017</td>
<td>30.05.2017</td>
</tr>
<tr>
<td>3.</td>
<td>Basic Computer Operations</td>
<td>Two days</td>
<td>21.06.2017 to 22.06.2017</td>
<td>14.06.2017</td>
</tr>
<tr>
<td>4.</td>
<td>RTI-Act Capacity Building for Government employees</td>
<td>Two days</td>
<td>28.06.2017 to 29.06.2017</td>
<td>21.06.2017</td>
</tr>
</tbody>
</table>

**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 nominations 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:

utcs.delhigovt.nic.in  Select

Select ‘Training’  Select ‘Training Programs’  Select Orientation courses’  Select ‘Training Programmes on Good Governance’  

Select or Click on Learning Units and then select the desired course for a detailed training module/learning unit

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. 22308558 / 22303843 / 22308443 and through Email address adtrg6utcs.delhi@nic.in

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

Copy to:
The Assistant Director (C) Training, Dte. of Training: UTCS for uploading on the website of the Department.
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.

25/4/17

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

26/4/17
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 he/she 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.

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.
7. Vice Chairman, DDA, Vikas Sadan, JNA Colony, New Delhi.
8. Chief General Manager, MTNL, Khurshid Lal Bhawan, 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.
14. DGHS, Ministry of Health, Nirman Bhawan, New Delhi.


17. MD, Mother Diary Fruit & Vegetable Pvt. Ltd., A-3, Sector-I, 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. along with 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)
Chief Welfare Officer (RWA)
Tel: 24624821
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>45.</td>
<td>Prafull Kumar Sinha</td>
<td>Under Secretary, Ministry of Power</td>
<td>35 E, CPWD Colony, Vasant Vihar, New Delhi - 110057</td>
<td>Office - 23719710&lt;br&gt;Mb. - 9868355739&lt;br&gt;<a href="mailto:prafullsinha@gmail.com">prafullsinha@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Saleem Ahmed</td>
<td>Supdt. A/Cs Directorate of Estates</td>
<td>B-320, Subhash Vihar, North Ghonda, Delhi - 110053</td>
<td>Office - 23022199/Ext.2907&lt;br&gt;Resi. - 22180439&lt;br&gt;Mb. - 9968313148&lt;br&gt;<a href="mailto:saleem69_ahmed@yahoo.co.in">saleem69_ahmed@yahoo.co.in</a></td>
</tr>
</tbody>
</table>

Vasant Vihar (96)
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 Ocular blood donation, family planning etc., launched by the Ministry of Health and Family Planning.

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