

**Department of Personnel & Training
(Welfare Section)**

Frequently asked question relating to work allotted to Welfare Section, Department of Personnel & Training, Lok Nayak Bhawan, New Delhi.

1. What is the eligibility of Central Government Resident Welfare Association for receipt of Grants in-aid from Department of Personnel & Training?

All Welfare Association of the Central Government Employees registered under the Societies Registration Act, 1860 having membership of not less than 200 Government Servants (unless otherwise justified as a special case) which are recognized by the DOPT are eligible for receipt of Grants-in-Aid from DOPT.

2. What should be the name of Association?

No distinction of class or character should appear in the name of Association (s). It is advisable to name an Association as 'CENTRAL GOVERNMENT EMPLOYEES RESIDENTS WELFARE ASSOCIATION/KENDIRYA SARKARTH KARAMCHARI AWASIYA SUDHAR KALYAN SABHA.....followed by the name of blocks/type/number of quarters/area covered or represented by the Association so as to suitably give identification to it.

3. Who is eligible for membership of Resident Welfare Association?

There shall be two types of members.

(1) REGULAR

All Central Government Employees and employees of Lok Sabha, Rajya Sabha, Supreme Court, High Court, UPSC, Statutory and Autonomous bodies, Delhi Administration shall qualify for 'Regular' membership of an association in receipt of grant-in-aid from Department of Personnel and Training subject to fulfillment of prescribed conditions.

(2) ASSOCIATE

Employees of the following offices shall, however, be eligible for enrolment as 'Associate' member only:-

- (i) **Members of the Armed Forces and other Armed Forces of the Union.**
- (ii) **Retired Government Servants.**

4. To whom the membership of RWA is not open.

Membership shall not be open to the employees of the private shops/companies.

5. Who will manage the affairs of Residential Welfare Association?

The affairs of the Residential Welfare Association will be managed by an elected Managing Committee consisting of the following office-bearers:-

- **President** - (one post)
- **Vice-President** - (one post)
- **Secretary** - (one post)
- **Joint Secretary** - (one post)
- **Treasurer** - (one post)
- **Convenor (Civic Amenities & Health Services)** - (one post)
- **Convenor (Sports & Cultural Activities)** - (one post)
- **Convenor (Environment & Consumer Rights and & Security)** - (one post)
- **Members** - (Two post)

6. When should election of RWA be held?

The election of RWA should be held every 2 years.

7. Who will be eligible to vote/contest the RWA election?

Members (including Associate Members), whose subscription and other dues are not in arrears upto 31st March of the preceding year, shall be eligible to vote. Thus only, eligible residents who became member/associate member of Association by 31st March, of a year shall be eligible to vote, and/or contest RWA elections, as the case may be, during the next financial year.

8. Are the persons due to retire within the period of 2 years of election are eligible to contest the election?

Those persons who are due to retire within this period would not be eligible to contest the election.

9. Whether the associate members are eligible to seek office in the Managing Executive Committee?

The following Associate members as mentioned who are allottees and residing in the areas or are residing on sharing basis after obtaining official approval shall not be eligible to seek office in the Managing Executive Committee, though they shall have the right to vote in the election :-

- i. **Retired Central Government Servants.**
- ii. **Member of Armed Forces and other Armed Forces of Union.**

10. What are the duties and responsibilities of the President of RWA?

He shall preside over the meetings of the General Body/Managing Committee and exercise general supervision over the activities of the Association. He may dispose of such important and urgent matter which for want of time cannot be put up to the Managing Committee and report the same in the next meeting of the Managing Committee. He may also authorize expenditure up to Rs. 350/- expenditure so incurred should be got approved by the Managing at its next meeting. He would be treated as 'Head' of the Association. In the event of resignation by any office bearer/member the President shall arrange to convene a meeting of the Managing Committee within a week of receipt of resignation in which Area Welfare Officer will also be invited.

11. What are the duties and responsibilities of the Secretary of RWA?

He shall (i) maintain a register containing the names and addresses of the members of the Association, (ii) issue notice of the meetings in consultation with the Presidents and record the minutes of the meetings, (iii) be responsible to the Managing Committee for all activities of the Association and will conduct correspondence on behalf of the Association, (iv) have authority to incur expenditure not exceeding Rs. 150/- in anticipation of formal sanction, such expenditure being reported to the Managing Committee for approval at its next meeting, (v) submit a report on the working of Association for the preceding year at the Annual General Meeting and (vi) execute contracts on behalf of the Association as and when authorized to do so by the Managing Committee, (vii) keep all the records (excluding cash and accounts) of the correspondence with him.

13. What are the duties and responsibilities of the Treasurer of RWA?

He shall (i) be responsible for making all collections and receive cash and give receipts thereof on behalf of the Association and be responsible for the proper maintenance of Association Accounts, (ii) Keep regular accounts of money received and disbursed and be responsible for the proper maintenance of the accounts book and other Registers of the Association and for this purpose, he shall post all the receipts of income and expenditure regularly in the Cash Book and put it up for information of the Managing Committee in its next meeting, (iii) work as Financial Advisor to the President/Secretary of the Association, (iv) keep cash in hand up to Rs.100/- only and to deposit excess funds, if any, in the Bank, (v) prepare and annual statement of accounts at the end of the financial year and after approval of the Managing Committee, submit it to the Annual General Body meeting, duly audited (along with the Auditor's report and replies thereto, if any,).

14. Who is eligible for appointment as Returning Officer at the time of election of RWA?

The Managing Committee shall, at the appropriate time, in consultation with and after the approval of the Area Welfare Officer, appoint a RETURNING OFFICER for conducting the election among the members of Association for holding the annual election. Only a regular member would be eligible for such appointment. No such person who held a executive post in the last Managing Committee will be appointed as RETURNING OFFICER, provided such member shall not himself be taking part or contesting the said election.

15. What is the source of income of RWA?

Source of income of RWA shall be as under:-

1. Subscription and fees as laid down in the constitution and/or funds raised from time to time on special counts.
2. Grants-in –aid from Government.
3. Donation from Government(s) or Official Bodies.

Note: Chowkidar fund shall not be taken into consideration for any purpose by the Government.

16. Who is eligible for the post of Area Welfare officer and his tenure?

The resident of area who fulfills the following conditions is eligible for the post of Area Welfare Officer:-

- i) He should be a gazetted officer.
- ii) The Resident Welfare Association is not allowed to nominate any name for AWO.
- iii) He must be resident of area for which he is the applicant and the area (including the adjacent areas) should have at least 300 Govt. employees in the area(s).
- iv) The officer applying should not be an officer bearer of Central Govt. employee or any Residents Welfare Association.
- v) 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.
- vi) He should possess the sound health to undertake the job in question.
- vii) Preference should be given to those, who have telephones at their residences.
- viii) He should not be a controversial person.
- ix) The tenure of the AWO shall be for 2 years from the date of appointment or till their services are required by the Government whichever is earlier. However, if there is no other candidate for the area, the old AWO, if he has applied afresh may be allowed to continue for another term. Officers desirous of being nominated as AWO have to apply through their respective Ministries/ Departments to the Chief Welfare Officer, Department of Personnel & Training, New Delhi.

17. What are duties and responsibilities of AWOs?

The Area Welfare Officers (AWOs) are nominated for residential colonies to look after the welfare and related problems of Central Government employees and their families. AWO is not an appointment under the Government of India and 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 largely official in nature and are performed by them on honorary and voluntary basis.

The AWOs are field officers and function as coordinating officers between the local Government Departments/Civic Authorities like CPWD, CGHS, Horticulture, police and others in their in their respective areas. As per 'Model Rules and Regulation' of the Central Government Employees Residents Welfare Associations, the AWO is the ex-officio patron of the Association. He is expected to provide the lead and guidance to the Welfare Associations in achieving their objectives of promotion of socio-cultural, recreational and other Welfare activities for the benefit of Central Govt. employees and their families. To enable the AWOs to discharge their responsibilities efficiently the Government has issued instructions to all the Ministries/ Department for allowing certain facilities to their officers. They are allowed to use office stationery, service postage stamps etc. for entering into correspondence with the concerned authorities and Government servants. They are also allowed to leave office with permission for meeting various Civic/ Police Authorities for solving problems of the residents.