

## **Welfare Wing**

### **About function -**

1. The organization of social activities by way of establishment of clubs & recreational centers, for members of the staff, including Class IV employees.
2. Provision of facilities for indoor and outdoor sports for members of the staff- setting up of Recreation Clubs.
3. Encouragement of cultural activities (drama, music) amongst the members of the staff.
4. Provision of canteens in the office premises.
5. Improvement in the actual working conditions of the staff including improvement of hygienic conditions at the working premises.
6. Assistance to Government employees in relation to Central Government Health Scheme and assistance of taking the employees for immediate medical help in case of emergency.
7. Assistance in relation to transport, housing, school, sanitary amenities- in residential and office areas.
8. Induction of new members of the staff and advising them in their initial difficulties.
9. Assistance to members of the staff in relation to LPC's, pension papers, gratuity, etc.
10. Setting up of Staff Benevolent Funds and extending the benefit of the fund to the needy employees
11. Provision for common room in the office building for the women employees.
12. Provisions for crèches in the office building for the benefit of working parents.
13. Providing facility of first aid
14. Help the wards of the deceased Government servants for appointment on compassionate grounds
15. Organizing health camps for staff
16. Organizing IA&AD Sports events allotted by Headquarters

17. To organize Felicitation function for retiring Government servants
18. Resolving the genuine grievances of the staff with the help of Administration
19. Providing proper parking facility to the employees
- 20) To observe various Days /Events Independence Day on 15<sup>th</sup> August, Republic Day on 26<sup>th</sup> January, Yoga Day on 21<sup>st</sup> June, Flag Day , International Women's Day on 8<sup>th</sup> March, Sadbhavana Diwas on 20<sup>th</sup> August, Rashtriya Ekta Diwas on 31<sup>st</sup> October, declared by Government of India.

### **Staff Welfare**

1. Health Check-up camp was organised on 12<sup>th</sup> December 2019
2. Gymnasium and Green gym have been installed in office premises
3. Opening of Crèche is under process

### **Sports and Recreational Activity :**

1. IAAD West Zone and Inter Zonal Carrom Tournament was organised from 31.10.2019 to 2.11.2019 and 4.11.2019 to 6.11.2019 by this office.
2. Annual Social Gathering for 2019-20 was organised from 4<sup>th</sup> February to 7<sup>th</sup> February 2020.

Welfare Officer