

Disclosure Under Section 4(1)(b) of Right To Information Act, 2005

4(1) (b)

i. **The particulars of its organization, functions and duties;**

Welfare Section is a part of Welfare Division in the Department of Personnel & Training. It is located in Room No.361, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi- 110 003. Important functions assigned to the Section are as under:-

1. All matters relating to Kendriya Bhandar, guidelines on local purchase of stationery and other items.
2. All matters relating to GKK.

| S.No | Type of Cases | Channel of Submission | Level of Disposal |
|------|--|--|---|
| 1 | Matters relating to Kendriya Bhandar:- Guidelines on local purchase of Stationery and other items. Parliament Questions/VIP References & PMO references. | Asstt./Section officer/ Deputy Secretary/CWO | JS/Secretary(P) Secretary(P)/ MOS(PP) |
| 2 | Matters relating to Grih Kalyan Kendra Parliament Questions VIP references/ Issue of pass to GKK staff/Kendriya Bhandar's staff. | Asstt./Section officer/ Deputy Secretary/CWO/JS Asstt./Section officer | Secretary(P)/ MOS(PP) Deputy Secretary |
| 3 | All matters relating to Central Govt. Residents Welfare Associations (RWAs) – acceptance of election result of Managing Committee, Model Constitution of RWAs. | Asstt./Section officer/ Deputy Secretary | CWO/JS |
| 4 | Appointment of Area Welfare Officers (AWOs). | Asstt./Section Officer/ Deputy Secretary | CWO |

| | | | |
|---|---|---|------------------------------|
| 5 | Work relating to Benevolent Fund:- Grant to the members Loans to the members. | Asstt./Section Officer/Deputy Secretary | CWO |
| 6 | Grants-in-aid to GKK/CCSCSB/CSOI/Sanskriti School/CGEWCC and others. | Section Officer/Deputy Secretary | CWO/JS(AT&A)/ AS&FA(Home) |

9. All matters relating to Central Government Residents Welfare Associations (RWAs) – acceptance of election result of Managing Committee, Model Constitution of RWAs.
 10. Appointment of Area Welfare Officers (AWOs).
 11. Grants-in-aid to GKK/CCSCSB/CSOI/Sanskriti School/CGEWCC and others.
- ii. **the powers and duties of its officers and employees;**
To examine proposals on the subjects being dealt with in the Section. The Assistant submits files/cases to Section Officer, who gives suggestions on the proposals and submits to Deputy Secretary (Welfare),CWO and higher officers in accordance with the channel of submission and level of disposal of the matters under consideration.
 - iii. **the procedure followed in the decision making process, including channels of supervision and accountability;**
Position is as under :

(iv) the norms set by it for the discharge of its functions;
The guidelines framed by the Department on various subjects are kept in view while processing the proposals.

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Instructions on Welfare matters i.e. Compendium on Welfare Programmes/instructions of facilities are held by the Section.

(vi)a statement of the categories of documents that are held by it or under its control ;

Guidelines/instructions issued from time to time and Instructions on Welfare matters i.e. Compendium on Welfare Programmes/instructions of facilities are held by the Section.

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Members of the public are not involved in the formulation of its policy or implementation thereof.

(viii)a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public ;