

From

The Registrar,  
CCS HAU, Hisar.

To

All Deans/Directors/Officers/HODs/Offices/Sections  
(excluding outstations),  
CCS HAU, Hisar.

Memo No. Admn.R.8/2024/ 11458-577

Dated: 15.06.2024


Subject: Nomination of Senior Welfare Officer/Welfare Officer.

Sir/Madam

It is to inform that the term of Senior Welfare Officer/Welfare Officer is going to be completed on 12.8.2024. It is, therefore, requested to recommend the names of desirous officers (not below the rank of Class-II) from faculty members (male/female) to act as Senior Welfare Officer and also to recommend the names of desirous officials of category of Class-III & IV from non-teaching employees (male/female) to act as Welfare Officer. The term of above assignments will be for a period of one year w.e.f. 13.8.2024. The Senior Welfare Officer/Welfare Officer will be entitled to an honorarium of Rs.2000/- p.m.

2. The duties of Senior Welfare Officer/Welfare Officer shall be as under:-
- To assist the bereaved families without any inhibition and in a spirit of social service.
  - To ensure that all formalities regarding final payment due to the families of the deceased employees are got completed and cases got processed expeditiously.
  - To visit the families to render all possible help wherever feasible.
  - To provide assistance for ex-gratia appointment on compassionate grounds or ex-gratia compassionate financial assistance as the case may be to the eligible family members of the deceased employee.
  - To attend the meetings of the Employees Welfare Fund Operation Committee as members thereof.

3. Those who are interested to act as Senior Welfare Officer/Welfare Officer may be informed to apply for the same in the prescribed proforma separately (see reverse). The names may be recommended to this office latest by **15.7.2024**, please.

  
15/06/24  
Supdt. (GA)  
for Registrar

PROFORMA REGARDING NOMINATION AS SENIOR WELFARE OFFICER/ WELFARE OFFICER

1. Name of applicant:
2. Designation:
3. Pay scale and grade pay:
4. Date of joining to the present post:
5. Date of joining in CCS HAU:
6. Whether departmental examinations in Accounts and General Services as applicable to him/her passed or not.
7. Whether well conversant with rules and regulations regarding ex-gratia grant/benefits and the Haryana Compassionate Assistance to the Dependents of Deceased Govt. Employees Rules.
8. Any other details not mentioned above which the applicant thinks will strengthen his/her claim for his/her nomination.
9. Experience in Social Service, if any.
10. Whether the applicant earlier was nominated as Senior Welfare Officer/Welfare Officer. If so, period thereof may be indicated.
11. Recommendations and certification of HOD that the office work will not suffer due to his/her nomination as Senior Welfare Officer/Welfare Officer:

Signature of the employee

Signature of HOD with seal

Recommendations of C.O.