

From

The Registrar,  
CCS HAU, Hisar.

To

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

Memo No. Admn.R.4/2017/26016-115

Dated: 29.07.17

**Subject: Nomination of Senior Welfare Officer/Welfare Officer.**

In continuation of this office Memo No. Admn.R.4/2017/20424-20493 dated 19.6.2017 vide which the applications were invited in the prescribed proforma of the desirous officers to act as Senior Welfare Officer & Welfare Officer upto 20.7.2017. The case was submitted to the competent authority who ordered to re-invite the applications.

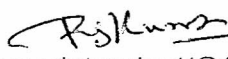
2. It is to inform that following were nominated as Senior Welfare Officer/Welfare Officer for a period of one year effective from 13.8.2016 vide this office Memo No. R-4/16/4601-4725 dated 16.8.2016:-

|    |   |                        |
|----|---|------------------------|
| 1. | Dr. Satbir Singh Jakhar, Asstt. Seed Research Officer(Plant Pathology) Seed Science & Technical Section, Deptt. of Genetics & Plant Breeding, CCS HAU, Hisar. | Senior Welfare Officer |
| 2. | Sh. Sukhbir Singh, Asstt. Security Officer, Security Organization, CCS HAU, Hisar   | Welfare Officer        |

3. The term of Senior Welfare Officer/Welfare Officer is going to complete on 12.8.2017. You are, therefore, requested to recommend the names of desirous officers (not below the rank of Class-II) from teaching staff members (male/female) to act as Senior Welfare Officer and also recommend the names of desirous officials of category Class-III & IV from non-teaching staff members (male/female) to act as Welfare Officer. The term of above assignments will be for a period of one year effective from 13.8.2017. The Senior Welfare Officer/Welfare Officer will be entitled to an honorarium of Rs.500/- p.m. The main job is as under:-

- i) To assist the bereaved families without any inhibition and in a spirit of social service.
- ii) To ensure that all formalities regarding final payment due to the families of the deceased employees are got completed and cases got processed expeditiously.
- iii) To visit the families to render all possible help wherever feasible.
- iv) 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.
- v) To attend the meetings of the Employees Welfare Fund Operation Committee as members thereof.

4. 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 immediately latest by 08.08.2017 positively.

  
Superintendent(GA) 29/7/17  
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.