

CHAPTER 43

Staff Welfare Officer

1. Appointment of Staff Welfare officer

1.1 The Government have appointed¹ whole time Deputy Secretary and Staff Welfare Officer to co-ordinate and to look after the welfare of Government servants and his duties have been laid down., It has, however, been felt that in order to deal with the Departmental and local problems expeditiously and in furtherance of employees as well as to the development of harmonious employer and employee relations befitting a welfare State, some officers should be nominated as Welfare Officers in various Districts/Departments keeping in view the number of employees working there. It is, therefore, necessary that an officer should be nominated as Departmental Staff Welfare Officer for each Department by the Heads of Departments. The Collectors should also similarly nominate one officer at the Head quarters to act as Welfare Officer for offices located in the District other than Jaipur who do not have any welfare Officer posted at the Head Quarters.

2. Main Duties

2.1 These Departmental Staff Welfare Officer will look after the general welfare activities of the employees. They will also keep in touch with the Service Association, if any, in the Department and the Departmental Staff Committee and will act as liaison between the State Staff Welfare Officer & the Head of Department. The Welfare Officer will work under the guidance of the Head of the Department and his role will be advisory.

2.2 Much will depend upon the personality of the Welfare Officer and his ability to establish feeling of confidence amongst those with whom he

1. G.O No. F1(1)Apppts (A-7)71 dated 10.11.71

has to deal with. Considering, however, the risk of disappointment following the raising of great hopes, which it may not be possible immediately to fulfill and the desirability of concentrating on limited but practicable objectives and to avoid dissipation of effort and energy, it would appear advisable that to start with, the Welfare Officers should devote their attention to the following: -

- 2.2.1 Organisation of Social activities e.g. sports and clubs, and nomination of employees for participation in the All India civic sports held by the Govt. of India.
 - 2.2.2 Encouragement of cultural activities, provision of canteens and improvement of actual working conditions etc.
 - 2.2.3 Assistance to members of staff in securing Last Pension Certificates, pension and gratuity and setting up of benevolent funds and generally to provide relief from any undue hardship in the official as well as personal matters.
 - 2.2.4 Assistance to Govt. employees in securing medical treatment through contacts with medical authorities.
 - 2.2.5 Improvement of hygienic conditions at the working premises and in Govt. Servants' Colonies.
- 2.3 The above list is illustrative and is not intended to lay down any rigid priorities. If more can be done within the resources available, so far so good.

3. How to appoint

- 3.1 It may be clarified that in view of the tight financial position of the Government as well as the voluntary nature of work involved on this account the question of any additional posts for this purpose does not arise and this work should be allotted to one of the existing officers in an ex-officio capacity. In selecting this officer it should be seen that the officer concerned is one who has considerable patience, restraint, tact and human understanding and has a spirit of voluntary service.
- 3.2 Heads of Departments / Collectors have, therefore, been requested to nominate suitable officer as Departmental Staff Welfare Officers under them in ex-officio capacity and intimate their names and intimate changes whenever made. The Principal Chief Conservator of Forests has nominated the TA to Principal Chief Conservator of Forests as the Staff Welfare Officer of the Forest Department.