

**OFFICE OF THE  
PRINCIPAL DIRECTOR OF AUDIT (Infrastructure) Delhi**

**CIRCULAR**

**Subject:- Appointment of Welfare Assistant on deputation basis.**

Applications are invited from willing Asstt. Supervisors /Sr. Auditor with three years of regular service in the grade in IA&AD for filling up of ex-cadre post of 01 Welfare Assistant at O/o the Principal Director of Audit (Infrastructure), New Delhi.

**Eligibility Criteria:** The main consideration of the selection for the post will be suitability and aptitude of the person for Welfare activities. The candidate who express his/her willingness to serve in the post of Welfare Assistant should possess three years of experience in the field of welfare or community activities, house keeping sports and cultural activities, personnel administration including settlement of personal claims etc. Age of the applicant on the date of issue of letter should not be more than 56 years.

**Service Conditions:**

1. The post of Welfare Assistant will be in the pay level-8 as per 7\* CPC.
2. The selected candidate will be eligible to draw deputation(Duty) Allowance or the scale of the post in terms of Department of Personnel & Training O. M. No. 6/8/ 2009 - Estt(Pay) II) dated 17.06.2010.
3. The period of deputation will be initially for a period of one year. After selection further extension/continuity will depend upon satisfactory performance and actual interest displayed. The services of the Welfare Assistant are further extendable up to a maximum of five years. No further extension beyond the fifth year will be allowed under any circumstances.
4. Duties of Welfare Assistant are per Annexure A.

**Duties of Welfare Assistant:-****(A) Staff Welfare**

- (a) Giving personal hearing to individual members of staff regarding their difficulties or grievances.
- (b) Assistance to such staff who have suddenly taken ill or those chronically ill. Helping in securing admission in places of treatment.
- (c) Helping, in cases of need, in securing admission of children in schools, colleges and other educational institutions.
- (d) Assisting, in case of need, families of persons on protracted tours.
- (e) Assistance to the family of Government servants who die in harness and ensure prompt action for settlement of dues of such employees by liaisoning with Drawing and Disbursing Officer/PAO to ensure that payment of dues under Group Insurance Scheme, Provident Fund, Pension, DCRG etc. are released expeditiously by various authorities, preferably, within 30 days of death.
- (f) To meet the family members of the deceased Government Servant and apprise them of the terminal benefits available to the family. This may be done at the earliest possible, preferably, within 30 days of death
- (g) Rendering assistance to such families to get various application forms filled in by them for these purpose.
- (h) Apprising the family of the deceased Government servant about the scheme for compassionate appointment. In such cases, he would assist the family member of the deceased Government servant in applying for appointment on compassionate grounds in the format prescribed for the post to which they can apply.
- (i) Supply of liveries to Class IV employees

**(B) House Keeping**

- (a) Cleanliness of Office buildings, premises and toilets including adequacy of water supply.
- (b) Cleanliness of Office Canteen and Kitchen.
- (c) Cleanliness of premises of Staff colony, if any, and security arrangements thereof.
- (d) Neatness of work place, including proper maintenance of furniture, removal of unwanted records, elimination of congestion in sections, adequacy of lighting and ventilation.

- (e) Adequacy of drinking water facilities.
- (f) Timely provisions of hot and cold weather arrangements.
- (g) Parking lots for cycles and scooters as well cars and ensuring their safety and protection against sun and rain.

**(C) Recreational Cultural and Community Activities**

- (a) Encouragement to players for participation in games etc. arrangement for matches and tournaments.
- (b) Encouragement to persons possessing talent in music, dramatics, art, literary and other cultural activities and participation in the arrangements for variety entertainment, dramatic performances, art exhibition, Kavi Sammelans, Mushairas, Debates and publication of office magazine etc.
- (c) Arrangement for get – together and picnics.
- (d) Liaison with Recreation Club, Cooperative Stores, Credit Society, House Building Society, Benevolent Fund etc.
- (e) Organizing Hindi Pakhwara and Various Oath taking functions.

In addition to the above duties the welfare assistant will also supervise the work of Caretaker, Record Keeper and General seat of Administration Section in respect of Welfare Activities and House Keeping (including purchase in respect of these items).

Interested Asstt Supervisors/ Sr. Auditors/ Sr. Accountants who have completed 03 years of combined service in the Asstt. Supervisor/Sr. Auditor cadre and fulfill above eligibility criteria may give their willingness along with full service particulars duly approved by their Head of Department (HoD) and details of welfare/social/Cultural activities etc. they have undertaken, to this office latest by 25.01.2023.

*Leema*

(Leema Byju)  
Sr. Audit Officer (Admn.)

No. Admn.-I/778/Apptt. of Welfare Asstt./2022-23 /10642-10643 dated:- 05-01-2023

Forwarded for information and necessary action to:-

1. All IA&AD Offices
2. Notice Board
3. All Sections

*Leema*

(Leema Byju)  
Sr. Audit Officer (Admn.)