

1. DUTIES OF WELFARE OFFICERS

(i) Staff Welfare

- (a) Giving personal hearing to individual members of staff regarding their difficulties or grievances.
- (b) Assistance to staff suddenly taken ill or those chronically ill. Helping in acquiring 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 cases of need, families of persons on protracted tours.
- (e) Supply of liveries etc. to Class - IV.

(ii) House Keeping

- (a) Cleanliness of office building, premises and bath rooms including adequacy of water supply.
- (b) Cleanliness of office canteen and kitchen.
- (c) Cleanliness of premises of staff colony, if any, and security arrangements there for.
- (d) Neatness of work places 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 provision of hot and cold weather arrangements.
- (g) Parking lots for cycles and scooters and ensuring their safety and protection against sun and rain.

(iii) Recreational, Cultural and community activities

- (a) Encouragement to players for participation in games etc. arrangements 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 entertainments, dramatic performances, art exhibitions, Kavi Sammelans, Musshairas, Debates and publication of office magazine etc.
- (c) Arrangements for "get togethers" and picnics.
- (d) Liasion with Recreation Club, Co-operative Stores, Credit Society, House Building Society etc.