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Government of India
Ministry of Communications
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,
New Delhi-110001

No.1-1/2017-WL/Sports

Dated: 12.03.2019

To

All Heads of Postal Circle

Subject: Guidelines of Resident Welfare Association.

Madam / Sir,

The undersigned is directed to forward herewith the guidelines of Resident Welfare Association for information, guidance and compliance.

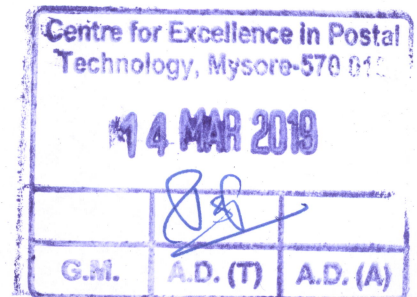
2. The Scheme is approved by Member (Planning & HRD).

Encl: As above

Daisy Barla
(Daisy Barla)
Director(W&S)

Copy to:

1. OSD to MOSC(I/C)
2. Sr.PPS to Secretary(Posts)
3. PS to DG (Postal Services)
4. PPS to Member(Planning & HRD)
5. AS&FA
6. Secretary, Postal Services Board
7. DDG (SR)
8. President, CPLO
9. RAKNPA and All PTCs
10. AAO, T&C and Treasurer, PSSWB
11. Secretary Generals, NFPE, FNPO and BPEF
12. Secretary General, All India P&T SC/ST Employees Welfare Assn.
13. General Secretary, All India Gramin Dak Sevak Union (AIGDSU)
14. CEPT Mysore –for uploading on India Post website.
15. Guard File



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Guidelines for Residential Welfare Associations

1. Objective of establishment of residential colonies:

The Department built residential colonies to provide accommodation to its employees and this accommodation is made available to them in lieu of monthly house rent allowance. The main objective of the Department in arranging housing facility for employees and their family members is to provide for their convenience and a healthy environment, so that employees can work without stress and their performance can be enhanced.

2. Requirement of Residential Welfare Association (RWA):

To handle maintenance and other types of problems in the residential colonies built by the Department, the need for Residents' Welfare Associations (RWAs) was felt. All the employees residing in these colonies should be provided membership of the RWA. There should be a process by which the Governing Council of the RWA is chosen. The main duties of the Governing Council will be to redress the grievances, like electricity, water, sanitation, hygiene, safety, wear & tear, etc., of the residents quickly.

3. Main duties of the RWA:

- I. To maintain a non-discriminative, cordial and collaborative atmosphere for all the employees and their families members living in the colony.
- II. To ensure that there is adequate security in the colony and the colony is always kept clean. The security and cleanliness of the colony should be reviewed regularly.
- III. To organise community programmes for the employees residing in the colony.
- IV. To ensure participation of maximum number of residents of the colony in the celebrations on the occasion of National Festivals like Republic Day, Independence Day & Gandhi Jayanti and also on the occasion of the celebration of the anniversaries of eminent persons with a National stature.
- V. To facilitate various extra-curricular activities for the employees and their family members.
- VI. To organise medical camps regularly in the colony for the residents of the colony.
- VII. To maintain cordial relations with local elected people's representatives.
- VIII. To reduce the loss of lives and properties during natural disaster such as earthquake, flood, fire, etc. in cooperation and coordination with all the