

## **WELFARE & RECREATION DEPARTMENT**

### **GENERAL GUIDELINES AND PROCEDURES**

The Zone Welfare & Recreation Department shall be responsible to:-

- (a) send hampers to all Officers and Teachers-in-charge for their newly born babies;
- (b) send fruit baskets to all Officers and Teachers-in-charge (hospitalisation or day surgery);
- (c) send out Bursary Applications form and form up the selection committee for auditing and approving application;
- (d) send condolences to all Officers' and Teachers-in-charge Immediate Family.

All the abovementioned are subjected to the Commissioner's approval.

The budget for item (a), (b) & (d) are capped at S\$50.00.