

No. 3/8/2010 -Dir (C)
Government of India
Ministry of Personnel & Public Grievances & Pensions
Department of Personnel & Training

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Lok Nayak Bhavan (3rd Floor),
Khan Market, New Delhi, the 7/07/2010

OFFICE MEMORANDUM

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Subject:- Staff strength in canteens/Tiffin Rooms located in Central Government Offices in Delhi/outside the Delhi – information regarding.

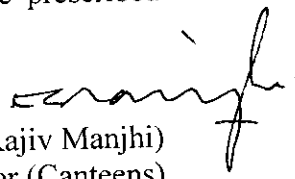
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The undersigned is directed to invite attention to Chapter IX of 9.9 Para 2 of the Administrative Instructions on Departmental Canteens in Government Offices and Industrial Establishment on the above mentioned subject.

2. The Office of the Director (Canteens) in the Department of Personnel & Training is the nodal authority for formulation of policies/guidelines for smooth running of the non-statutory departmental canteens and welfare of its employees.

3. It has been decided that all canteen employees working in the non-statutory departmental canteens have been declared as Government Employees w.e.f. 1.10.1991 in terms of the instructions issued vide DOP&T, O.M. No. 12/5/91-Dir (C), dated 29.1.1992. Since then no information relating to the canteens and its employees have been made available to this Department. Being the nodal authority, in respect of canteens and its employees, it is considered necessary to prepare a data bank with respect to departmental canteens and its employees.

4. All Ministries/Departments/Offices are, therefore, requested to furnish the requisite information to this Department latest by **31.7.2010** in the prescribed proforma enclosed herewith.


(Rajiv Manjhi)
Director (Canteens)

To

1. All Ministries/Departments to the Government of India (as per standard list). (For kind attention of Director/Deputy Secretaries incharge of Administration/Establishment Divisions).

contd..2/-

2. Ministry of Finance/Department of Expenditure (E-Coord-I), North Block
New Delhi..
3. CGDA, R.K. Puram, New Delhi.
4. Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New
Delhi.
5. Controller General of Accounts, Ministry of Finance, Department of
Expenditure, Lok Nayak Bhawan, Khan Market, New Delhi.
6. The Registrar, Supreme Court of India, Tilak Marg, New Delhi.
- 7.. Office of Joint Secretary(Training) and CAO, Ministry of Defence, C-II
Hutments, Dalhousie Road, New Delhi-110011.

Annexure

**Details of Non-Statutory Departmental Canteens/Tiffin Rooms functioning
in Central Government Offices.**

Name of the Ministries/Departments:- _____

Sl. No.	Name & Full address of the Office/where the Canteen/TR is functioning (with complete postal address, Tele/Fax No.	Type of Canteen/TR, Registration No., (if already regd.) alongwith the date since when functional	Total No. of sanctioned posts (designation-wise)	Staff in position (designation –wise)	Remarks, if any
1	2.	3.	4.	5..	6.