

File No. 27/1/2005-Director(Canteens)
Government of India
Ministry of Personnel, P.G & Pensions
Department of Personnel & Training

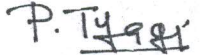
Lok Nayak Bhawan, Khan Market
New Delhi, Dated 14/08/2013

Office Memorandum

Subject: Managing Committee for Non-Statutory Departmental Canteens located in Central Government Offices.

On the subject cited above, the undersigned is directed to say that provisions relating to the constitution of Managing Committee as contained in chapter VIII of the Green Book have been reviewed, keeping in view various changes which have occurred in status of Canteen employees, provision of funds etc. Accordingly provisions in Chapter VIII of Green Book have been revised. The revised provisions are enclosed. It is also requested that copy of minutes of Managing Committee may also be endorsed to office of Director of Canteens.

2. The Ministry of Agriculture etc. are requested to follow the revised provisions relating to constitution of Managing Committee.


(Pratima Tyagi)
Director (Canteens)
Tele: 24624722

To,

All Ministries/Departments of the Government of India(as per standard list).

Copy to the Technical Director(NIC), Lok Nayak Bhavan with the request to upload this on the website of the DOPT under 'what is new' and in the link Welfare → Canteen → General/Recent Circulars → Policy/Guidelines.

CHAPTER- VIII

MANAGING COMMITTEE

- Constitution of Managing Committee

A Managing Committee is to be Constituted for each Departmental Canteen out of the Officers and Staff of the Department/Office occupying the building in which the Canteen is located.

- Composition of the Committee

A Model Constitution should be as follows. However, the Constitution may be varied depending on the local needs.

- Chairman- Head of the Department or officer nominated by HoD.
- Members- (i) Manager/ in-charge of the Canteen.
(ii) One of the staff of Canteen.
(iii) One officer of the rank of S.O or Equivalent.
(iv) Officer/Staff of Department other than that of Departmental Canteen.
(v) One Lady Officer/Staff.
- Member Staff side- members are to be recommended by the staff side of JCM (Council)- Two (3 in case of 'A' above type Canteens).
- Honorary Secretary- HoD may nominate any suitable officer.

- Functions

- Facilitate smooth functioning of Canteen.
- Ensure preparation of Healthy & Hygienic food.
- Facilitate achieving of consumer satisfaction.
- Periodic revision of rates of eatable (at least twice in a year depending an increase in cost of raw materials and other inputs).
- Facilitating maintenance of sanitary aspects like cleaning of floors, utensils.
- Any other additional matter related to working of the Canteens as desired by Chairman, Managing Committee.

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- Tenure of Managing Committee.

The tenure of the Managing Committee of the Departmental Canteens shall be normally for three years duration, unless dissolved or changed earlier by the Head of the Office/Establishment.

- Legal Status of Managing Committee.

The Committee functions in the Department/Office/Establishments, of the Government of India, for the welfare of the Government employees, under the orders of the Government of India and its functions are connected with the affairs of the Union. The Committee, therefore, does not enjoy an autonomous status. With respect to the contractual obligations it functions "for and on behalf of the President of India". The proceedings of the committee will not be conducted or decided on resolutions or voting system, but the official decision will rest with the Chairman of the Managing Committee or the Head of the Department/Office concerned.

- Quorum for meetings

The presence of the Chairman, the Honorary Secretary and one more member will constitute the quorum for holding a meeting of the Managing Committee.

- Office Assistance

Stationery, Stencils, Cyclostyling facility, Postage Stamps, Office assistance etc required to conduct the business of the Managing Committee of the Departmental Canteens will be provided by the Department/Office concerned.

P. H. S.