

No. 15/4/2007-Dir(C)  
Government of India  
Ministry of Personnel, P.G & Pensions  
Department of Personnel & Training  
Director (Canteens)

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Lok Nayak Bhawan, Khan Market  
New Delhi, dated 13<sup>th</sup> March, 2018

**OFFICE MEMORANDUM**

**Subject: Issues relating to Non- Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices.**

The undersigned is directed to refer to the subject mentioned above and to say that the Office of Director (Canteens) is the nodal agency for framing rules/guidelines in respect of Non-Statutory Departmental Canteens functioning from Central Government Offices. The revised Model RRs were issued by this Departments vide O.M. of even number dated 22.5.2013 and 4.6.2014.

2. It has come to the notice of this Department that a number of Ministries/Departments have not yet adopted and notified the RRs for various posts in Non-Statutory Departmental Canteen based on Model RRs circulated by this Department. All Ministries/Departments are requested to take immediate steps for adoption and notification of the Model RRs. This will facilitate recruitment and timely promotions to the employees of Departmental Canteens.
3. DoPT had launched RRFAMS portal to submit RRs online in respect of Group 'B' employees. Therefore, all the Ministries/Departments are requested to submit their proposal through RRFAMS portal to Estt.(RR) for Group 'B' employees after obtaining approval of Director(Canteens).
4. Further more, it has come to notice that in many Ministries/Departments, employees of Departmental Canteens are being deployed for purposes other than canteen matters. In this regard, attention is drawn to this Department's O.M. No.15/3/1992-Dir(C), dated 5.4.1994 and all the Ministries/Departments are once again requested that canteen staff should not be used for any purposes other than canteen.
6. These instructions may also be forwarded to all attached and subordinate offices. All orders/circulars in this regard are available on website. (dopt.gov.in => welfare => canteen => OM & Circulars).



(Kulbhushan Malhotra)  
Under Secretary to the Government of India.  
Tel No.-011-24646961

Contd..2/-

**Copy to:-** All the Ministries/Departments of the Government of India (As per the standard list) (Attention Director/Deputy Secretary (Administration) of the concerned Establishment) for necessary action for further dissemination to all concerned Establishment/ Attached/ Subordinate Offices under their jurisdiction and administrative control.

**Copy also to:-**

1. President's Secretariat, Rashtrapati Bhawan, New Delhi.
2. Vice-President's Secretariat, Maulana Azad Road, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Deputy Secretary (Admn.), DOPT, North Block, New Delhi.
5. Comptroller & Auditor General of India, New Delhi.
6. Director of Audit, Central Revenue, New Delhi.
7. Controller General of Accounts, Bahadur Shah Zafar Marg, New Delhi.
8. Supreme Court of India, Tilak Marg, New Delhi.
9. High Court of Delhi, Sher Shah Road, New Delhi.
10. Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt.-10.
11. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi-110011.
12. Administrator, all Union Territories as per standard list.