

**IMMEDIATE**

No.25/1/2013-Dir.(C)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel & Training)

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Lok Nayak Bhawan, Khan Market,  
New Delhi, dated 22 March, 2016

**OFFICE MEMORANDUM**

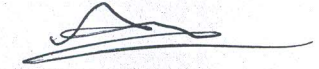
Subject : Training programme of Cook Category for Canteen Employees of  
Non-Statutory Departmental Canteens – Nominations from  
Ministries/Departments' – regarding.

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The undersigned is directed to refer to this Department's O.M. of even number dated 10<sup>th</sup> July, 2015 on the subject mentioned above and to say that various Ministries/Deptts. were requested to forward nominations of the canteen employees to impart training. The training programme is mandatory and will be organized in the Institute of Hotel Management/FCIs located across the country. The duration of the training programme would be 6 days. The schedule dates of training programmes would be intimated accordingly. TA/DA for trainees as admissible will be borne by the respective Ministry/Department.

2. The Indian Institute of Hotel Management, Pusa, New Delhi has intimated that they are organising two programmes for Cook Category starting from 18.04.2016 and 25.04.2016 and the dates of subsequent programmes would be informed in due course of time.

3. It is requested that all the Ministries/Department's may please forward nominations of canteen employees in the enclosed proforma – I to the Department of Personnel and Training by **04.04.2016.**



(Abhay Jain)

Under Secretary to the Govt. of India  
Tel. No. 24646961

Encl : As above.

To

1. All Ministries/Department of the Government of India as per standard list. (Director/Deputy Secretaries Incharge, Administrative Division/Wing) for necessary action/further dissemination to all concerned establishments under them.
2. Sh. Alok Shivpuri, Principal, Institute of Hotel Management, Catering and Nutrition, Pusa, New Delhi.
3. Ministry of Tourism (Shri Vijay Kumar, Consultant), C-1, Hutments, Dalhousie Road, New Delhi.

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**Proforma-I**

Name of the

Ministries/Departments/Offices \_\_\_\_\_

(For Delhi. ~~0 0 0 0~~ 0 0 0)

<u>S.No.</u>	<u>Designation</u>	<u>Name of the Employee</u>	<u>Remarks</u>
1.	Halwai-cum-Cook		
2.	Asstt. Halwai-cum-Cook		
3	Canteen Attendant		