

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

Lok Nayak Bhawan, Khan Market,
New Delhi, dated the 27/5/ 2013

OFFICE MEMORANDUM

Subject: Training programme for Managerial Category and Cook Category of Canteen employees of Non-Statutory Departmental Canteens- Nominations from Ministries/Departments- regarding.

With a view to impart professional skill to the employees working in Departmental Canteens functioning from Central Government Offices it has been decided in consultation with Ministry of Tourism to hold training programmes for Managerial Category and Cook Category working in the Departmental Canteens. The training programmes would be held in the following institutes of Hotel Management:

(a) Managers: Institute of Hotel Management, Pusa

(b) Cooks & Attendants

Trainees from the North: Dr. Ambedkar Institute of Hotel Management, Chandigarh, State Institutes of Hotel Management at Kurukshetra, Dehradun and Chandigarh.

Trainees from the South: IHM, Bengaluru.

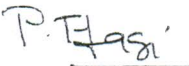
Trainees from the West: IHM, Mumbai.

Trainees from the East: IHM, Kolkata.

2. The duration of the training programme would be 10 days. The scheduled dates of Training programmes would be intimated in due course. The expenditure in respect of training would be met by Ministry of Tourism. TA/DA for trainees as admissible will be borne by the respective Ministry/Department.

3. Ministries/Departments are requested to obtain and forward nomination of Canteen employees in the enclosed profoma (I & II) to the undersigned latest by 10th June, 2013. Only one or two employees from each canteen would be sponsored for the training at a time, so that work of canteens do not suffer. It is emphasized that attending the training programme is mandatory.

Encl: As above.


(Pratima Tyagi)

Director (Canteens)

Tele:24624722

To:-

1. All Ministries/Departments of the Government of India as per standard List.
2. (Director/Deputy Secretaries Incharge, Administrative Division/Wing)-for necessary action/further dissemination to all concerned establishments under them.
2. All Departments of Canteens.

Proforma-I

Name of the
Ministries/Departments/Offices _____
[For Delhi/New Delhi/Outside Delhi]

<u>Sno.</u>	<u>Designation</u>	<u>Name of the Employee</u>	<u>Remarks</u>
1.	General Manager		
2.	Deputy General Manager		
3.	Manager II		
4.	Manager-cum-Accountant		
5.	Asstt. Manager-cum-Store Keeper		
6.	Halwai-cum-cook		
7.	Asstt. Halwai-cum-Cook		
8.	Canteen Attendant		

NOMINATION FORM

Nominee's Information

1. NAME: _____
2. Designation: _____
3. Phone No.: _____
4. Min./Dept./Off.: _____
5. Date of Birth: _____
6. Complete Office Address: _____

7. Postal: _____

8. Admn. Section: _____
Room No.: _____
Building Name: _____
City: _____
Pin Code: _____
Telephone/Fax: _____