

MOST IMMEDIATE

No. 10/01/2014-Dir(C)
Government of India
Ministry of Personnel, P.G & Pensions
Department of Personnel & Training
Director (Canteens)

Lok Nayak Bhawan, Khan Market
New Delhi, dated 26th September, 2014

OFFICE MEMORANDUM

Subject: Swachh Bharat Mission.

As a part of "Swachh Bharat Mission" it is proposed to launch a special cleanliness campaign in Departmental Canteens/Government Offices. The canteens were set up as a measure of staff welfare with the basic objective to make available hygienically prepared beverages, snacks and meals to the employees during working hours at reasonable rates.

2. Periodical inspections of the canteens are required to be undertaken to ensure the quality of eatables, sanitary conditions and personal hygiene of the canteen employees, particularly of those who are handling eatables. During inspections it has been noticed that there is lack of concern about cleanliness in canteens. There is also need to inculcate awareness of cleanliness amongst canteen employees.

3. For the purpose of maintaining cleanliness and sanitation in the Departmental Canteens, it is imperative to follow the guidelines/suggestions as mentioned under Para 9.7 & 9.8 (Chapter-IX) of DOPT's Green Book (Third Edition, 2008) on Administrative instructions on Departmental Canteens, the same are reproduced for ready reference:-

(i) Drill for cleaning floor area of canteens:-

The floor of the canteen must be swept and mopped at regular intervals so as to ensure that flies and other household pest are kept at bay. The detailed sanitary rules are enclosed.

(ii) Drill for cleaning, crockery/cutlery etc:-

- a) Collection of used crockery/cutlery from dining tables to a decided spot in the washing room.
- b) Removal of left over food from the plates into a receptacle/container and passing them on to wash sink No.1.

- c) Rinsing of crockery/cutlery articles individually under running water in wash sink No.1 and passing them on to wash sink No.2.
- d) Treating them with a wet cloth/puff with a touch of detergent powder and placing them individually under the running water in wash sink No.2 and passing them for sterilization.
- e) Sterilization- The washed articles of crockery cutlery may either be passed through an electric sterilizer or by dipping through wash sink No.3 containing a light solution of potassium permanganate or equivalent to be changed frequently and placing them on a tiled top to drain out the excess water.
- f) Wipe them dry with a clean towel. Examine if any portion of articles of the crockery has got chipped off or there is a crack, remove it immediately to a decided place for a systematic replacement.
- g) To be carefully stored in racks or to be laid on the shelves for reservice.
- h) In case of tiffin rooms or smaller canteens where lesser number of articles of crockery/cutlery are involved, washing cleaning, sterilization, operations may be carried out with the help of one wash sink (with running water) plus a couple of Buckets, Tub etc.
- i) The last one hour, before closing hours of the canteen, should be utilized for cleaning all utensils, kitchenware, shelves, racks, flooring sinks, basins etc. to keep them ready for use for the next day.

(iii) Maintenance of personal hygiene of canteen workers:-


- a) Physical examination of canteen workers in order to inspect that the workers do take regular and proper hair cuts, keep their nails trimmed and clean, they do not have any sign of a skin disease or a symptom of ailments of the alimentary canal, initially on joining of service and thereafter as and when required. Regular medical examination of the canteen workers may be arranged to be done through the Medical Officer of the Department/Office, or through any other Medical Agency. Payment if any, required to be made for this purpose, will be made by the Department/Office.
- b) Gloves and head caps should be provided to the canteen workers engaged in cooking etc.

(iv) Uniform for canteen employees:-

It should be ensured that canteen employees wear proper clean uniforms authorized for them.

4. Management Committee of respective Departmental Canteens have very important role to play in ensuring cleanliness in Departmental Canteens. All the Ministries/Departments are requested to carry out periodical cleanliness campaign at least once in a month in respect of Departmental Canteens under their administrative control through respective Management Committees. A copy of this report in prescribed Proforma may also be forwarded to the Office of Director of Canteens, Department of Personnel & Training.

Encl: As above


(Pratima Tyagi)
Director (Canteens)
Tele:24624722

To

1. All Ministries/Departments of the Government of India.
(Director/Deputy Secretaries Incharge, Administrative Division/Wing, as per standard list).
2. President's Secretariat, Rashtrapati Bhawan, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Director (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, Ministry of Finance, New Delhi.
8. Supreme Court of India, Tilak Marg, New Delhi.
9. Controller General of Defence, Accounts, R.K. Puram, West Block, New Delhi.
10. CAO's Office, Ministry of Defence, DHQ, P.O, New Delhi-110011.
11. Administrator, all Union Territories as per standard list.
12. Tech. Dir.(NIC), Room No.381, Lok Nayak Bhawan, New Delhi.

Copy for information to :-

1. PSO to Secretary(P)
2. PS to Joint Secretary(AT & A)

SANITARY RULES FOR DEPARTMENTAL CANTEENS

1. No one who has suffered from typhoid, paratyphoid fever or dysentery, or who is suffering from, or is under treatment for, venereal or any infectious disease etc. must be employed in any capacity in the Departmental Canteen for handling the food.
2. The uniforms provided should be washed and changed minimum two to three times a week, be used for those who are directly, concerned with cooking/preparation of food.
3. A basin, clean water, soap, nail brush and clean towel will be provided in each Departmental Canteen. All men employed in handling of food will keep their nails trimmed and will invariably wash their hands before they handle the food.
4. The Managers will ensure that there is always sufficient supply of clean pieces of cloth available for washing and drying the dishes and the cooking utensils. The cloth used for handling hot and sooty vessels will be separate and distinct. After the last meal the used cloth pieces must be boiled in water containing washing soda and hung up to dry.
5. All pots and pans will be freed from grease, cleaned and dried after the last meal, and placed on a shelf on their sides with their interiors exposed to the air and to view.
6. Sinks, tables, chopping blocks, cutting boards, pastry slabs, mincing machines, knives, forks, and all other utensils will be kept as clean as possible while in use and will be thoroughly cleaned after each meal. All utensils when not in use, will be kept in the places allotted for them and will be available for inspection at any time.
7. Food will be protected from flies, cockroaches, etc. in flyproof food safes.
8. A steam sterilizer should be provided for sterilizing cups, plates, etc.
9. Vegetables must never be placed in the same sink or receptacle in which pots and pans are cleaned.
10. Food scraps, vegetable peelings and such like refuse will not be thrown on the floor but deposited in covered refuse bins provided for the purpose.
11. All cutting up of bread, pastry etc. will be done on the cutting board or pastry marble slabs provided for the purpose and never on the wooden top tables.
12. The weekly/daily menu of food preparations will be hung up to be available for reference in the Departmental Canteen.
13. Any defect in the cooking apparatus or in the utensils will be reported at once by the cook to his superior who will take necessary steps to have defects remedied.

14. The floor of the Canteen will be cleaned by scrubbing with hot water containing soda or soap and cresol solution after every main meal. All excess water must be dried up after scrubbing by mopping. The drainage and the floorings should have a slope and kept in good state of repair.

15. The canteens premises should be well ventilated, kitchens and pantries white-washed quarterly and the other premises at least once a year. In addition to the natural ventilation, provision of electric/exhaust fans shall be made as necessary.

16. Anti-rat, anti-pest measures will be strictly adopted, where food items (cooked/uncooked) are stored in order to avoid contamination and wastage of food.

17. Wooden racks for fresh rations may be built on raised legs, kept near a place having cross ventilation and should not be against the walls. The racks/shelves should be made in such a manner that there is circulation of fresh air and First in First out (FIFO) a rule can be followed. Leafy and delicate vegetables and fruits be spread out as far as possible in single layers.

Report on Periodic Cleanliness drive in respect of Departmental Canteens

I	Cleanliness	Existing system		Remarks
		Satisfactory	Need Improvement	
	a) Accommodation <ul style="list-style-type: none">• Main Hall• Kitchen• Storeroom• Walls			
	b) Furniture			
	c) Cleaning of Crockery			
	d) Drainage system			
II	Personal Hygiene of employees			
III	Usage of clean uniform by canteen employees			
IV	Special efforts made to improve cleanliness			