

No.3/1/92-Dir(C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel and Training)

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Dated the 22<sup>nd</sup> June,1998

**OFFICE MEMORANDUM**

Subject:- Lifting of ban on creation /filling up of posts in the Non-Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices.

The undersigned is directed to draw attention of the various Departments to the DOPT's O.M. No. 3/1/92-Dir(C) dated 30<sup>th</sup> January,1992/3<sup>rd</sup> February,1992 imposing a complete ban on creation and filling up of posts in canteens till further instructions in the matter and to say that after a fresh review of the position and after considering the feasibility of arranging office creating through alternative means, it has been decided to revoke the ban with immediate effect. As a result the various Departments/Establishments having Departmental Canteens/Tiffin Rooms set up under the guidelines issued by the Department of Personnel and Training are now free to fill up the vacancies in their Canteens/Tiffin Rooms, keeping in view the instructions issued by the Ministry of Finance from time to time.

2. While taking necessary action to fill up the vacancies, the following aspects may be borne in mind and strictly adhered to:-

- (i) Vacancies which remained unfilled for a period of more than one year would be deemed as having lapsed in terms of Ministry of Finance, Department of Expenditure O.M.No. 7(7)-E(Coord)/93 dated 3.5.93. Therefore, such vacancies can be filled up by the Departments/Establishments only after following the normal procedure for creation/revival of the posts.
- (ii) Any vacancy which has remained vacant for less than one year can however, be filled up directly by taking immediate necessary action and thereby avoid lapsing of such vacancies also.
- (iii) As employment in the canteens has been declared as employment under the government, the procedure laid down for such employment will be strictly followed in all cases. Besides, the recruitment would be recruited to be done strictly in conformity

with the Recruitment Rules for which a Model has already been circulated to the Department's vide This Department O.M. No. 3/2/94-Dic© dated 1<sup>st</sup> march, 1995.

- (iv) Before resorting to direct recruitment, the vacancies may be duly considered for filling up by promotion (if so provided in the Recruitment Rules) in the first instance. Further the claims of casual/ ad-hoc employees already borne on the strength of the canteens may be considered for regularisation provided they fulfill all the conditions enforceable for employment in the Government.
- (v) Pending request for employment on compassionate grounds from the next of kin of deceased Canteen employees may also be duly considered as the normal procedure.
- (vi) In no case, recruitment will be resorted to in the canteen over and above the staff strength already authorised and sanctioned by the competent authority for the purpose. The authorization for different Canteens/Tiffin Rooms is laid down in Annexure III in the booklet 'Administrative Instructions on Departmental Canteens' (Green Book). The yardstick for categorization of Canteens into various types is also laid down vide Chapter I (para 1.6) of the Green Book. Relevant extracts of these provisions are enclosed. Registration numbers had been allotted to those canteens which had which had sought registration prior to 31<sup>st</sup> July,1993 indicating their categorisation. In the case of Canteens/Tiffin Rooms whose functioning has been regularized under the provisions of this Department's O.M.No. 3/4/96-Dir© dated the 20<sup>th</sup> March,1997 also, the norms relating to categorisation as 'A' type 'B' type etc. will be strictly adhered to and the total employment in them kept within the prescribed maximum limits. Higher categorisation will not be adopted where the user strength has only marginally exceeded. In case of any doubt in the matter, this Department may be consulted so as to ensures that there is no case of employment over and above the authorised strength. In case additional staff is justified on the basis of authorisation, then normal procedure for creation of posts will have to be followed.

3. All concerned Departments are requested to take immediate necessary action to fill up vacancies in Canteens/Tiffin Rooms by according due priority to the matter and by following the prescribed procedure. Departments may also urgently disseminate the contents of this O.M. to all their attached/subordinate offices/establishments.

4. This issues with the concurrence of the Home Finance Division vide their U.O.No. 985/98/AFA(P) dated 17<sup>th</sup>, June 1998.

Sd/-  
(S.T.Rajan)  
Director (Canteens)

To

1. All Ministries/Departments to the Government of India (as per standard list) (For kind attention of Directors/Deputy Secretaries in-charge of Administration /Establishment Divisions).
2. Ministry of Finance/Department of Expenditure (E-Coord-I)
3. Ministry of Home Affairs, Home Finance Division, North Block, New Delhi.
4. CGDA, R.K.Puram, New Delhi.
5. All Controller of Accounts in Ministries/Departments.
6. C&AG of India, New Delhi.
7. The Registrar, Supreme Court of India, Tilak Marg, New Delhi.
8. Section Officer (Canteens), Department of Personnel and Training with 500 spare copies.
9. Office of the Joint Secretary (Training) & CAO, Ministry of Defence, C-II Hutments, Dalhausie Roadm, New Delhi-110011.

### **Extract from Green Book**

#### **1.6 Types of Canteens/Tiffin Rooms.**

The types of Canteens/Tiffin Rooms, depending upon the strength of the establishment office staff have been categorized into the following types :-

<b>Total strength of the Department/Office/Establishment</b>	<b>Types of Canteen/Tiffin Room entitled to</b>
25 to 49	Tiffin Room Type 'B'
50 to 99	Tiffin Room Type 'A'
100 to 249	Canteen Type 'D'
250 to 499	Canteen Type 'C'
500 to 699	Canteen Type 'B'
700 to 1200	Canteen Type 'A'

If the strength of the office/establishment is more than 1200, the Canteen may be grouped and categorized as Type 2A, 3A and so on, with the approval of the Director of Canteens, Department of Personnel & Training.

**Annexure-III**  
**(Para 5.1)**

**ENTITLEMENT OF EMPLOYEES IN VARIOUS TYPES OF**  
**CANTEENS/TIFFIN ROOMS**

S.No.	Appointment	Canteen Type				Tiffin Rooms	
		A	B	C	D	A	B
1	Manager	1	1	1	-	-	-
2	Asstt.Manager/Cum-Store Keeper	1	1	-	-	-	-
3	Manager-cum-Salesman	-	-	-	1	-	-
4	CounterClerk/Salesman/Kitchen Clerk	2	1	1	1	1	-
5	Coupon/ReserveClerk	1	1	1	1	-	-
6	Halwai	1	1	1	1	-	-
7	Asstt. Halwai	1	-	-	-	-	-
8	Cook	1	1	-	-	-	-
9	Tea/Coffee Maker	1	1	1	1	1	1
10	Bearer	7	5	3	2	-	-
11	Washboy/Dish Cleaner	2	2	1	1	1	1
12	Sweeper	1	1	1	-	-	-
		<b>19</b>	<b>15</b>	<b>10</b>	<b>8</b>	<b>3</b>	<b>2</b>

In addition to above, the following staff is authorised in group of more than 'A' Type Canteen under one management in lieu of staff at Serial Nos. 1 & 2 above.

		A Group of 2 'A' Type Canteens	A Group of more than 2 'A' Type Canteens
13	General Manager	1	1
14	Deputy General Manager	-	1
15	Accountant	1	1
16	Cashier	1	1
17	Store-keeper	1	1
18	Internal Auditor	1 (Part-time_	1 (Part-time)

