



GOVERNMENT OF INDIA

**ADMINISTRATIVE  
INSTRUCTIONS ON  
DEPARTMENTAL  
CANTEENS IN  
GOVERNMENT OFFICES  
AND INDUSTRIAL  
ESTABLISHMENTS**

THIRD EDITION 2008

DEPARTMENT OF PERSONNEL AND TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS, NEW DELHI

## FOREWORD

As a measure of staff welfare, Departmental Canteens/Tiffin Rooms have been set-up in Central Government Offices/Establishments to make available hygienically prepared beverages, snacks and meals to the employees during the working hours at reasonable rates.

2. The Office of Director of Canteens in the Department of Personnel & Training under the Ministry of Personnel, Public Grievances and Pensions is the nodal agency for laying down instructions/policies guidelines on the various aspects of running Canteens, details of which are available in the compilation "Administrative Instructions on Departmental Canteens in Government Offices and Industrial Establishments" (known as "Green Book").

3. The Compilation of Administrative Instructions was brought out, first in 1980 and second in 1988. Since then, many decisions have been taken for smooth running of Departmental Canteens and its employees. On the basis of an order passed by the Hon'ble Supreme Court of India, the Canteen employees have been treated as Government employees with effect from 1.10.1991. They have come under various CCS Rules as applicable to other Government employees of comparable status. Accordingly, the Fifth Pay Commission's pay scales and other benefits including ACP have also been extended to the Canteen/Tiffin Room staff. The existing canteens have been re-categorised as per SIU norms in 2004. Scholarship Scheme in favour of children of canteen staff showing merit in their academic studies was introduced in 1998, and is being implemented. All these orders have been compiled in the third edition. This edition will update the Administrative Instructions issued so far.

4. The credit for compilation of this edition goes entirely to Shri Lal Singh, Director (Canteens) and his staff. The Department wishes him more success in his efforts to improve the working conditions of the Departmental Canteens and the quality of the products and to secure maximum consumers' satisfaction.

5. Any suggestions for improvement would be welcome.



( Dr. S.K. Sarkar )

Joint Secretary to the Government of India,  
Department of Personnel & Training

New Delhi, dated 11<sup>th</sup> December, 2008

# CONTENTS

<b><u>CHAPTER-I</u></b>	<b><u>INTRODUCTION</u></b>	...	1-9
1.1	Object		
1.2	Facilities, operational constraints and requirements for running canteens		
1.3	Scope		
1.4	Applicability		
1.5	For Scientific & Research Institutions		
1.6	Types of Canteens/Tiffin Rooms		
1.7	Shift Canteens		
1.8	Canteens for an Office/Establishment working at more than once place		
1.9	Upgradation of existing Departmental Canteen/Tiffin Rooms and opening of new Departmental Canteens/Tiffin Rooms		
1.10	Menus		
1.11	Introduction of Herbal Tea and Sharbat/Buttermilk in Non-Statutory Departmental Canteens/Tiffin Rooms		
1.12	Non-Vegetarian Food		
1.13	Cost Control		
1.14	Quality Control		
1.15	Quantity Control		
1.16	Policy matters and Coordination		
1.17	Central Registration of Departmental Canteens		
1.18	Director of Canteens Discretionary Fund		
<b><u>CHAPTER-II</u></b>	<b><u>ACCOMMODATION AND CIVIL/ ELECTRICAL WORKS</u></b>	...	10-11
2.1	Basic Requirements		
2.2	Floor Area		
2.3	Rent		
2.4	Subletting or sub-contracting of canteen premises		
2.5	Payment of Electricity and Water Bills		
2.6	Alternative catering arrangements for Central Government Offices		
<b><u>CHAPTER-III</u></b>	<b><u>FUNDS</u></b>	...	12-14
3.1	Capital Grants		
3.2	Subsidy on Wages and Gratuity		
3.3	Loans		
3.4	Replacement Grants		
3.5	Source of Funds		
3.6	Head of Account		
3.7	Payment of Sales Tax		
3.8	Utilisation of Funds		

- 3.9 Remittance of annual subscription – discontinuance of
- 3.10 No financial support for the purpose of Departmental Canteens

**CHAPTER-IV      EQUIPMENT      ...      15-17**

- 4.1 Equipment
- 4.2 Replacement of equipment, crockery/utensils
- 4.3 LPG
- 4.4 Kitchenware
- 4.5 Crockery and Cutlery

**CHAPTER-V      MENPOWER      ...      18-33**

- 5.1 Review of norms for Departmental Canteens
- 5.2 Conditions of Service
- 5.3 Status of Canteen Workers
- 5.4 Scales of Pay
- 5.5 Revised designations & pay scales after re-categorisation
- 5.6 Special Allowance
- 5.7 Procedure for Disciplinary Action
- 5.8 Training
- 5.9 Pension, Gratuity and General Provident Fund
- 5.10 Central Govt. Employees Group Insurance Scheme
- 5.11 Canteen Employees will not be diverted to non-canteen seats
- 5.12 Limited Departmental Competitive Examination for promotion to Group 'C'
- 5.13 Lifting of ban on creation/filling up of posts in Departmental Canteens

**CHAPTER-VI      UNIFORMS/LIVERIES      ...      34-37**

- 6.1 Uniforms
- 6.2 Stitching charges
- 6.3 Clarification regarding cloth for woolen Pant and stitching charges
- 6.4 Washing allowance

**CHAPTER-VII      MODEL RECRUITMENT RULES      ...      38-39**

- 7. Model Recruitment Rules

**CHAPTER-VIII      MANAGING COMMITTEE      ...      40-43**

- 8.1 Constitution of Managing Committee
- 8.2 Strength of Managing Committee
- 8.3 Chairman, Managing Committee
- 8.4 Honorary Secretary, Managing Committee
- 8.5 Official Member
- 8.6 Staff side Members
- 8.7 Lady Member

- 8.8 Representative of canteen workers
- 8.9 Tenure of Managing Committee
- 8.10 Legal status of Managing Committee
- 8.11 Quorum for meetings
- 8.12 Conduct of business/duties and responsibilities
- 8.13 Deputing a Government servant for whole time/part time supervision in the canteen
- 8.14 Office assistance
- 8.15 De-centralisation of power of fixation of prices of eatable

**CHAPTER-IX            HYGIENCE AND SANITATION            ...    44-47**

- 9.1 Inspections and surprise checks
- 9.2 Periodical inspection
- 9.3 Sanitary Diary-cum-inspection register
- 9.4 Suggestion-cum-Complaint Book
- 9.5 Sanitary Rules
- 9.6 Measures to avoid adulteration of food articles
- 9.7 Personal Hygiene and medical examination of the canteen workers
- 9.8 Drill for cleaning crockery/cutlery etc.
- 9.9 Licence

**CHAPTER-X            WELFARE OF THE CANTEEN EMPLOYEES ...    48-52**

- 10.1 Welfare Councils
- 10.2 Grievance machinery (for individual cases)
- 10.3 Grievance procedure
- 10.4 Trade Unions/Service Associations
- 10.5 Meals to Canteen Employees
- 10.6 Incentive scheme for adopting family welfare programme
- 10.7 Membership of Departmental Clubs
- 10.8 Departmental Examinations – permission to take
- 10.9 Allotment of General Pool Accommodation

**CHAPTER-XI            ASSURED CARRIER PROGRESSION SCHEME ...    53-55**

- 11.1 Assured Career Progression Scheme
- 11.2 Clarification issued

**CHAPTER-XII POLICY GUIDELINES – DELEGATION OF POWERS ... 56**

- 12. Delegation of powers

**CHAPTER-XIII            POWERS OF CANTEEN MANAGERS            ...    57**

- 13.1 Powers of Canteen Managers
- 13.2 Monthly Accounts

<b><u>CHAPTER-XIV</u></b>	<b><u>ANNUAL CONFIDENTIAL REPORTS</u></b>	...	58
14.	Annual Confidential Reports		
<b><u>CHAPTER-XV</u></b>	<b><u>SCHOLARSHIP SCHEME</u></b>	...	59-61
15.1	Scholarship for children of canteen staff		
<b><u>CHAPTER-XVI</u></b>	<b><u>ACCOUNTS &amp; AUDIT AND PROCEDURES FOR INVENTORY CONTROL</u></b>	...	62-67
16.1	Annual Accounts		
16.2	Monthly Accounts		
16.3	Accounts Books and Records		
16.4	Audit of Accounts		
16.5	Statutory Audit		
16.6	Retention period for records of the canteen		
16.7	Depreciation of items purchased out of canteen funds – Rates of		
16.8	Condemnation and disposal procedure		
16.9	Responsibility for losses		
16.10	Regularisation of losses, due to theft, fraud or neglect		
16.11	Profits utilization of		
16.12	Procedure for inventory control in canteens		
<b><u>ANNEXURE-I</u></b>		...	68-74
<b><u>ANNEXURE-II</u></b>		...	75
<b><u>ANNEXURE-III</u></b>		...	76
<b><u>ANNEXURE-IV</u></b>		...	77-78
<b><u>ANNEXURE-V</u></b>		...	79-80
<b><u>ANNEXURE-VI</u></b>		...	81-105
<b><u>ANNEXURE-VII</u></b>		...	106-109
<b><u>ANNEXURE-VIII</u></b>		...	110-111
<b><u>ANNEXURE-IX</u></b>		...	112-122
<b><u>ANNEXURE-X</u></b>		...	123-125
<b><u>ANNEXURE-XI</u></b>		...	126
<b><u>ANNEXURE-XII</u></b>		...	127-152

# CHAPTER - I

## Introduction

Meeting the refreshment needs of employees in Govt. Offices and workers serving in Industrial Establishments, during their working hours is an organizational commitment. This responsibility can be fulfilled only by departmentally running a well organized refreshment canteen. Such a canteen will meet the welfare needs of employees and make them more efficient at their work. The Heads of Departments/Establishments/Offices etc. are, therefore, expected to be liberal in setting up such a facility in their organizations.

### 1.1 Object

Once a Department/Office/Establishment decides to run a canteen, for obtaining satisfactory results, it has to be managed by following the prescribed norms and methods. A comprehensive set of guidelines and instructions for this purpose was first brought out in the year 1980. Second Edition was brought out in 1988. Since then, several important changes, with regard to the emoluments payable to canteen employees, audit of accounts of the canteens, payment of sales tax etc. affecting the functioning of canteens have come about. The present attempt is, therefore, to update the compilation of existing guidelines/instructions.

### 1.2 Facilities, operational constraints and requirements for running canteens

A canteen is run departmentally as a measure of Staff Welfare. There is a need to prepare and make available various items of beverages, snacks and meals to the staff at economic rates. For this purpose, Government provides necessary accommodation at very nominal rent.

Canteens (excepting those set up under Section 46 of Factories Act) being run in Industrial Establishments of the Government are required to follow the provisions contained in this booklet, unless any of the Ministries/Departments have framed separate orders for such canteens, under intimation to the Department of Personnel & Training (Para 1.4).

### 1.3 Scope

Within the ambit of the rules set out under this publication, the following types of canteens and tiffin rooms, will be covered :-

- (a) Canteen/tiffin rooms set up on Departmental basis and run as per scheme issued by the Department of Personnel and Training.



- (b) Canteen/tiffin rooms set up in Industrial Establishments (other than those covered under Section 46 of the Factories Act) of the Government and which have not been exempted from following the rules in this publication due to the availability of a separate and distinct set of rules and guidelines framed by the controlling Ministry/Department.

As per the policy of the Government, canteens, if any, run through private contractors will cease to exist and no new/fresh contracts will be given.

Under no circumstances Tea, Coffee etc. will be allowed to be prepared by the Office employees within the office rooms.

#### **1.4 Applicability**

**General.-** The orders issued under this publication, for the sake of uniformity, shall apply to all canteens/tiffin rooms functioning or to be set up, in any Ministry, Department, Office, Establishment, installation, of the Government of India, (industrial or non-industrial) which should be centrally registered with the office of the Director of Canteens, Department of Personnel and Training, New Delhi, including those functioning under the Ministries of Defence, P&T and Railways, unless these three Ministries had previously decided to exempt any of their canteens/tiffin rooms from the purview of these instructions due to specific reasons and that they have framed or propose to frame a separate set of instructions for such exempted canteens.

Canteens/tiffin rooms run by the Managements/Cooperative Societies of Autonomous Bodies/Government Undertakings are not covered by these rules. They may at their discretion, however, follow the provisions of these instructions and decide locally the quantum of subsidy on wages etc. required to be given.

#### **1.5 For Scientific & Research Institutions**

The instructions may be modified with respect to Scientific Research Establishments like those controlled by the Departments of Atomic Energy, Defence R&D etc. or other establishments engaged in specialized work, depending upon their local conditions and functional necessities, with the concurrence of their controlling Ministries/Departments and the integrated Financial Advisors, in consultation with the Director of Canteens, Department of Personnel and Training.

#### **1.6 Types of canteens/tiffin rooms**

Although a large number of canteens/tiffin rooms registered with Director(Canteens) are departmental but only a few are still running on cooperative basis by the Cooperative Societies. These cooperative canteens/tiffin rooms might have been established when the staff was not declared as Government employees and a subsidy of 70% of the salary bill was reimbursed by Government. Now when canteen staff have been declared as Government employees, the concerned



Ministry/Departments may consider converting these cooperative canteens/tiffin rooms to departmental canteens. It was suggested that the concerned Ministries/Departments/Office may get these Cooperative Canteens/Tiffin Rooms converted to departmental canteens/tiffin rooms. For this purpose following steps are required to be taken :-

- (i) A resolution may be passed by the General Body of the society to the winding up of the Cooperative Society.
- (ii) Clearance of arrears of loans etc. which may be still due to be paid by the Cooperative Society.
- (iii) Details of assets and liabilities on the date of liquidation/dissolution of cooperative society.
- (iv) The disposal to be done or already done of the assets/property of the society which were acquired out of Government loans etc.
- (v) Audit objection, if any with present position pertaining to the period under the society.
- (vi) No objection from the Registrar, Cooperative Societies.
- (vii) Views and acceptance of the necessity to the conversion by the Head of the Department.

Ministry of Agriculture etc. are requested to bring the above contents of the circular to the notice of Chairman of the Cooperative canteens/tiffin rooms (registered with this Department) for immediate necessary action.

( DOPT O.M. No.17/2/90-Dir.(C) dated 17<sup>th</sup> December, 1992 )

- (i) Based on the recommendations of Staff Inspection Unit (Ministry of Finance), the Canteens have been re-categorized as per the norms issued vide O.M. No.13/10/2001-Dir(C) dated 22.12.2004 as given below :-

Total Strength of the Department/Office Establishment	Type of Canteen/ Tiffin Room entitled to
25 to 49	Tiffin Room 'B' Type
50 to 99	Tiffin Room 'A' Type
100 to 500	Canteen 'D' Type
501 to 1000	Canteen 'C' Type
1001 to 1500	Canteen 'B' Type
1501 to 2000	Canteen 'A' Type
2001 to 2500	Canteen '2A' Type
2501 to 3000	Canteen '3A' Type
3001 to 3500	Canteen '4A' Type
3501 to 4000	Canteen '5A' Type
4001 to 4500	Canteen '6A' Type
4501 to 5000	Canteen '7A' Type
5001 to 5500	Canteen '8A' Type
5501 to 6000	Canteen '9A' Type
6001 to 6500	Canteen '10A' Type

While doing so, the Ministries/Departments should adhere to the following stipulations:-

- (a) The Tiffin Rooms should exist only in the buildings where other types of Canteens are not in operation. Therefore, all Tiffin Rooms presently located in buildings where other types of Canteens are functioning need to be closed.
- (b) If any Canteen is required to cater to more than 6500 employees {Annexure A (i) to (xv) contains staffing pattern for the Canteens catering upto 6500 employees}, the matter should be reported to the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Office of the Director of Canteens. In such cases, DOPT would consider the matter and may prescribe the revised category and the staffing pattern of such a Canteen, as may be warranted, in consultation with the Staff Inspection Unit of the Department of Expenditure, Ministry of Finance, etc.
- (c) The staff rendered surplus, if any, as a result of the re-categorisation of the existing Canteens will be governed as per the existing Government instructions issued by the Re-training and Re-deployment Cell of the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide their OM No. 1/1/2002-CS.III dated 26.3.2002 read with instructions issued vide DOPT OM No. 1/18/88-CS.III dated 1.4.1989, as amended from time to time.

( DOPT O.M. No.13/10/2001-Dir.(C) dated 22.12.2004 )

**1.7 Shift Canteens**

In the office/establishment or trainee hostel, where the work is done in shifts, depending upon the local needs and the strength of employees/trainees required to work in the 2<sup>nd</sup> or 3<sup>rd</sup> shifts, additional funds, manpower etc. are authorized as per scales laid down in Chapter-III for funds and Chapter-V for Personnel.

**1.8 Canteens for an office/establishment working at more than once place**

If the work places of an office/establishment are located at more than one location, where service from one canteen is not practicable, additional canteens/tiffin rooms are authorized as per the scales laid down in Chapter-III for funds and Chapter-V for Personnel.

**1.9 Upgradation of existing Departmental Canteen/Tiffin Rooms and opening of new Departmental Canteens/Tiffin Rooms**

After issue of orders revoking/lifting the ban on creation and filling up the posts in canteens vide O.M. No.3/1/92-Dir(C) dated 22.6.1998, this Department was in receipt of numerous requests for upgradation of existing Canteens/Tiffin Rooms and for opening of new Canteens/Tiffin Rooms also.

Upgradation of existing Canteens/Tiffin Rooms would inevitably involve creation of posts, resulting in additional expenditure. As such approval for creation of additional posts on account of upgradation/opening is required to be obtained from the Department of Expenditure, Ministry of Finance by the concerned Department/Ministries themselves. Needless to add, therefore, that each and every proposal for upgradation/opening of Canteen/Tiffin room would need to be carefully processed and only the meritorious cases recommended to the Govt. In this regard, the following important aspects should be given due weightage before any case is taken up for upgradation/opening of Canteen/Tiffin Room :-

**POINTS TO BE CONSIDERED BEFORE OPENING OF A NEW CANTEEN/TIFFIN ROOM IS RECOMMENDED TO THE GOVT.**

- (i) Date of setting up of office in the present location (The office required to be catered to)
- (ii) Sanctioned staff strength of the office to be catered to (only the staff strength of the concerned office under which it is being set up to be taken into account)
- (iii) Details of other offices in the vicinity or in the same Building/Block alongwith sanctioned staff strength.

- (iv) Is there some other Canteen/Tiffin Room functioning in the vicinity or in the same Building/Block ?
- (v) What is the present arrangement for catering ?
- (vi) What are the pressing reasons that the present arrangement cannot continue ?
- (vii) What are the arrangements for accommodation, infrastructural requirements available to facilitate opening of the Canteen/Tiffin Room ?

**POINTS TO BE CONSIDERED BEFORE UPGRADATION OF EXISTING CANTEEN/TIFFIN ROOMS IS RECOMMENDED TO THE GOVERNMENT:-**

- (i) Whether the existing Canteen/Tiffin Room stands registered with the office of Director(Canteens) and if so the registration number allotted. If not, whether the functioning of the Canteen/Tiffin Rooms stands regularized in terms of this office O.M. No.3/4/96-Dir.(C) dated 20.3.1997.
- (ii) Sanctioned staff strength of the office it is catering to (only the staff strength of the concerned office, under which it is functioning, should be taken into account for deciding the eligibility of type of Canteen/Tiffin Rooms).
- (iii) Details of other offices in the vicinity or in the same Building/Block alongwith sanctioned staff strength.
- (iv) Is there some other Canteen/Tiffin Rooms functioning in the vicinity or in the same Building/Block?
- (v) What are the changes in the sanctioned staff strength of the office in comparison to the original staff strength at the time of establishment of the Canteen/Tiffin Rooms, leading to seeking re-categorisation (upgradation) of the Canteen/Tiffin Room ?
- (vi) What are the pressing reasons that the catering cannot be managed with the existing categorization of the Canteen ?
- (vii) What are the arrangements for providing additional Floor Area, Capital/Infrastructural requirements due to upgradation of the Canteen/Tiffin Room? Whether an upgraded Canteen can become operational within the existing facility or whether additional accommodation etc. would be required ? If so, whether funds are available for upgrading the facility ?

Proposals for upgradation of the existing Canteen/Tiffin Rooms and for opening of new Canteen/Tiffin Rooms may be referred to this office enroute the Ministry of Finance (Department of Expenditure) through Departmental Channels only. It will not be possible to process applications received directly from the Establishments in the matter without the recommendations of the controlling Ministry/Departments.

It is pertinent to mention here that the ban on creation/filling up of vacancies was imposed solely due to financial constraints. After review of the matter, it had been decided to lift the ban mainly, to allow filling up of vacancies in the existing Canteen/Tiffin Rooms caused due to deaths, retirements, terminations etc. which were in some cases leading towards closure of certain Canteen/Tiffin Rooms. Though the lifting up of ban on creation/filling up of vacancies does not preclude upgradation of the existing Canteen/Tiffin Rooms, all the Ministries/Departments may consider processing only the most pressing and deserving cases.

Approval for creation of posts as and when given by the Department of Expenditure, may invariably be reported to the office of Director(Canteens) with all relevant particulars like the type and location of Canteen/Tiffin Rooms, No. of Existing/Additional posts sanctioned etc.

(DOPT O.M. No.22/2/97-Dir.(C) dated 9<sup>th</sup> June, 1999)

#### 1.10 Menus

Vegetarian.- The actual menus may be decided and adopted by the managing committees keeping in view the local needs and tastes of the customers. Adequate variety in preparations may be rotated as desired by the beneficiaries. An illustrative list of vegetarian items of menu is given hereunder :-

<b>Beverages</b>	<b>Lunch</b>	<b>Snacks</b>	<b>Sweets</b>
Coffee	Chapati	*Bonda	Burfi
Cold Coffee	Curd	Butter-toast	Besan Burfi
Cold Drinks	Dal	*Dosa	Besan Ladoo
Lassi	Fruits	*Idli	Coconut Burfi
Milk Shake	Puri	Matthi	Ladoo
Mango-Shake	Raita	Paneer Pakora	Pinnee
Rooh-afza	Rice	Samosa	Gulab Jamun
Tea	Sabzi	*Vada	Gajar-Halwa
	Sambar	Vegetable Cutlet	Patisa
	Soup		Rasgulla
	Sweet-dish	Vegetable Sandwich	
	Vegetable		
	Salad	Vegetable-Pakora	

Note:- (\*i) Coconut Chutney and Sambhar may be served as part of fare.

- (ii) Sauce may be served at nominal extra cost.

**1.11 Introduction of Herbal Tea and Sharbat/Buttermilk in Non-statutory Departmental Canteens/Tiffin Rooms**

All Ministries/Departments are requested to take suitable measures in this regard and issue necessary directions to all the Managing Committees of Departmental Canteens/Tiffin Rooms running in their Ministry/Department and also Subordinate/Attached Offices/Establishments etc. to explore the possibility of introduction of the Herbal Tea and Sharbat/Butter Milk in their Departmental Canteens/Tiffin Rooms atleast on 'Trial' basis and give a feed back to the Ministry of Health & Family Welfare, Department of I.S.M. &H directly.

(DOPT O.M. No.19/3/2000-Dir.(C) dated 13<sup>th</sup> April, 2000)

**1.12 Non-Vegetarian Food**

Egg preparations, non-vegetarian dishes etc. may be prepared as needed.

**1.13 Cost Control**

Sale price of egg preparations, non-vegetarian dishes etc. will be fixed in comparison to those prevailing in other Departmental Canteens and as prescribed by the Managing Committee concerned and may be reviewed atleast once in twelve months.

**1.14 Quality Control**

If the quality of an eatable prepared in a canteen is found to be sub-standard by any of the inspection authorities specified in para 9.1 whole quantity of that eatable will be destroyed and disciplinary action initiated against the workers concerned for recovery of the loss suffered by the canteen.

**1.15 Quantity Control**

If the weight of an individual piece of prepared eatable is lesser or if lesser quantity of raw-material has been used than the reasonably prescribed limit by the Managing Committee, disciplinary action will be initiated against the defaulting canteen employec(s).

**1.16 Policy matters and Coordination**

Policy matters and coordination on canteen matters will be centrally done by the Department of Personnel & Training (Director of Canteens). This action, in the case of offices/establishments exempted from the applicability of these orders (as per para 1.4) will be done by the controlling Ministries/Departments of those offices/establishments themselves. Any matter required to be referred to the Deptt. of Personnel & Training should be addressed through the administrative Ministry/Department.

### 1.17.1 Central Registration of Departmental Canteens

XXX                      XXX                      XXX  
(Central Registration with Director (Canteen) is not required now).

1.17.2 It has been decided that all canteens which were opened before 1.10.1991 but could not be registered by the cut-off date due to various reasons, be allowed to continue to function as before. The employees working in such canteens will also be declared as Government employees w.e.f. 1.10.1991 in terms of the instructions issued vide Department of Personnel and Training O.M. No.12/5/91-Dir.(C) dated 29.1.1992. However, the above benefits will accrue to the canteens on fulfilling following conditions:-

- (a) That the canteen/Tiffin Room was set up by the departmental authorities before 1<sup>st</sup> October, 1991; and
- (b) That the employees in the Canteen/Tiffin Room were recruited in a proper manner and such recruitment was made on a regular basis.

The onus for executing the above decision in respect of individual case will directly rest with the concerned Ministry/Department.

(DOPT O.M. No.3/4/96-Dir.(C) dated 20<sup>th</sup> March, 1997 )

### 1.18 Director of Canteens Discretionary Fund

The Director of Canteens, Department of Personnel & Training has been centrally operating a fund known as "Director of Canteens Discretionary Fund". This fund has been built up from the money received from the canteens in the form of initial registration fee and annual subscriptions, etc which has since been discontinued.



## CHAPTER-II

### ACCOMMODATION AND CIVIL/ELECTRICAL WORKS

#### 2.1 Basic Requirements

Accommodation for the canteens is to be provided by the Department/Office concerned in consultation with their Estate Agency. Initial provision of fixtures and required number of fittings in the canteen building like those of ceiling fans, fluorescent and ordinary lighting arrangements, power plugs, switch gears, exhaust fans, geyser, water cooler, room coolers, wash basins, sinks, glazed tiles, marble top counters, shelves/slabs, fly proof doors, adequate running water facility with water storage tanks, Hood for fumes, Exhaust over the cooking area, white washing distemper, Paint/Polish etc. and their maintenance thereafter will be responsibility of the civil works agency of that Department/Office. If the funds for this purpose cannot be provided by the Civil Works Agency, the funds will be arranged by the Department/Office concerned out the their own budgetary grants in consultation with their Integrated Financial Advisers.

#### 2.2 Floor Area

The Floor area for a canteen should be decided taking into account the strength of the Department/Office, in consultation with the Civil Works Agency, which should be sufficient to provide a dining hall of a size where 1/3<sup>rd</sup> of the office strength could be entertained at a time with the provision of a separate ladies room and preferably separate rooms for kitchen, pantry, store, gas/fuel room, dry ration, fresh vegetables room with the Bins/Racks designed to follow the system of "First in First Out" (FIFO), cabin for the coupon clerk and the dish washing room, etc.

The floor area for canteens set up after February, 1985 (including the space for dinning-hall and the kitchen etc.) may be so as to cater 1 Sq.Ft. (0.09 Sq. Metre) per employee of an office Canteens set up prior to February, 1985 would continue to be governed by the earlier provision.

(Deptt. of Per. & Trg. O.M. No.4/8/81-Dir.( C) dated the 5<sup>th</sup> February, 1985)

#### 2.3 Rent

The nominal rent payable by the Departmental Canteens and tiffin rooms for the office accommodation occupied by them was Re.1/- (Re. one only) per annum prior to 1.10.1991 on being declared employees of non-statutory Departmental Canteens/Tiffin rooms as Central Government Employees. These canteens and its employees are under the administrative control of respective Ministries/Departments/Offices under which these are functioning.

**2.4 Subletting or sub contracting of canteen premises**

Subletting of canteen premises to any person or party for any purpose like setting up a cigarette shop, fruit shop etc. is not permissible. However, if the demand for such items exists, the Managing Committee may arrange to sell these in the canteen by taking the assistance of a canteen worker out of the existing authorized strength. Income and expenditure etc. on this account will be credited and debited to the canteen Accounts.

**2.5 Payment of Electricity and Water Bills**

Payment of Electricity and water bills pertaining to Departmental Canteens will be made directly by the concerned sections of the Department/Office concerned. Cost of electricity charges for lights, fans, refrigeration, sterilization and water charges will be borne by the Office/Establishment concerned.

**2.6 Alternative catering arrangements for Central Government Offices.**

It has been decided to continue the "ban" on filling up of the vacancies arising in the existing Canteens. However, some alternatives that could be considered are for the departments to locally identify organizations which may be interested in arranging catering through mobile catering vans for their offices, or catering packed lunches. Service of packed snacks could also be another alternative. Vending machines for Tea/Coffee and cold drinks are becoming very popular and the Departments could recommend installation of these machine by Ministries/Departments. The Ministry/Department were requested to examine the above possibilities and make arrangements to supplement/substitute existing arrangements already available in each Ministry/Department.

Another alternative which could be considered to man the Canteens without increasing staff strength is to identify excess Group 'D' staff in the Ministries/Departments and to post them with their consent, to the vacant post in the canteens of those Ministries/Departments.

( DOPT O.M. No.3(4)/93-Dir(C) New Delhi, dated the 26<sup>th</sup> Feb,1996 )

## CHAPTER - III

### FUNDS

#### **3.1 Capital Grants**

The provision for financial support to Departmental Canteens for the purpose of Capital Grants/Replacement Grants, Grants for repairing of main equipment, loan or advance has since been discontinued vide DOPT O.M. No.12/5/91-Dir.(C) dated 9.4.1992.

#### **3.2 Subsidy on Wages and Gratuity**

As the pay and allowances of the employees of these Canteens who are treated as Central Government servants w.e.f. 1.10.1991 are borne by the administration, the practice of granting a subsidy to meet 70% of the wage bill of the staff of these canteens and the grant of interest free loan to meet 30% balance thereof stands dis-continued from 1.10.1991.

[ DOPT O.M. No.12/5/1991-Dir.(C), dated 29.1.1992 ]

#### **3.3 Loans**

All Ministries/Departments were requested to take necessary action to waive off the outstanding Loans advanced by them to their Non-statutory Departmental/Cooperative Canteens for the purpose of meeting their shortfall in expenditure incurred on payment of the un-subsidised 30% of wages for the period from 26.9.83 to 31.3.92.

[ DOPT O.M. No.3/9/90-Dir.(C), dated 24<sup>th</sup> September, 1999 ]

#### **3.4 Replacement Grants**

The provision for financial support to Departmental Canteens for the purpose of Capital Grants/Replacement Grants, Grants for repairing of main equipment, loan or advance has since been discontinued vide DOPT O.M. No.12/5/91-Dir.(C) dated 9.4.1992.

**3.5 Source of Funds**

The funds are to be met out of the budgetary grants of the Department/Office concerned, unless otherwise specified.

**3.6 Head of Account**

Separate Head of Account will be opened in the Demands for Grant of the Administrative Ministry/Department for maintenance of the Departmental Canteens.

Expenditure on account of bonus payments to the canteen staff is debitable to the same head under which their salaries are booked.

(Substituted vide CGA U.O. No.8(3)/35/TA/1551 dated 21.12.1987)

**3.7 Payment of Sales Tax**

The Departmental/Cooperative Canteens/Tiffin Rooms will be governed by Sales Tax laws of the concerned State/U.T. in whose territorial jurisdiction the canteens and tiffin rooms are located.

(DOPT O.M. No.2/1/82-Dir(C) dated 24.03.1986)

**3.8 Utilisation of Funds**

The profit earned under the head 'Canteen Funds' is meant only for the purchase of equipments/utensils for the Canteen/Tiffin Room only. The employees of Non-Statutory Departmental Canteens/Tiffin Rooms are Central Government employees, w.e.f. 1.10.1991, these canteens and the employees are functioning under the administrative control of the respective Ministry/Department/Office under which these are functioning. Therefore, the salary and other perks of the non-statutory Canteen/Tiffin Room employees are required to be appropriated from the budget of the Ministry/Department/Office.

(DOPT O.M. No.3/3/2002-Dir(C) dated 2<sup>nd</sup> September, 2002)

**3.9 Remittance of Annual subscription – discontinuance of**

As the practice of annual subscription and registration fee has been discontinued after declaration of canteen employees as Central Government employees w.e.f. 1.10.1991 vide O.M. of even number dated 26<sup>th</sup> April, 1995, such fee/subscription is not at all required to be sent.

(DOPT O.M. No.22/1/2002-Dir(C) dated 20.2.2003)

The following points are clarified for information and necessary action :-

- (a) The system of receiving annual subscription/renewal of registration for existing registered Canteens/Tiffin Rooms has been discontinued and no fee on this account is to be remitted for the year 1995-96 (and beyond).
- (b) Annual subscription in the case of Departmental Canteens/Tiffin Rooms whose registration was not renewed annually for period up to 1994-95 and payment in this regard is outstanding is to be paid, their registration is required to be renewed and annual subscription upto 1994-95 remitted to this Department.
- (c) In the case of Cooperative Canteens/Tiffin Rooms which have not been converted into Departmental/and new registration number not got allotted in terms of DOPT O.M. No.17/2/90-Dir.(C) dated 26.10.1993 so far, the up-to-date annual subscription and registration fee upto the year 1994-95 and not beyond is required to be remitted to this Department along with application for fresh registration and allotment of new registration number.

**(DOPT O.M. No.20/1/88-Dir(C) dated 26.4.1995)**

### **3.10 No financial support for the purpose of Departmental Canteens**

No Capital Grants/Replacement Grants, Grants for repairing of main equipment, loan or advance may be sanctioned for the purpose to the Departmental canteens by Ministries/Departments.

It may also be noted that the activities of the canteen are to be kept out of the Government activities. Therefore, also proceeds of the Departmental Canteens may continue to be deposited in the Nationalised Bank as hitherto and accounts operated as per the instructions contained in the Green Book. It may be noted that the sale proceeds are not to be deposited under government revenue.

The funds for making purchases of raw materials of food stuff and eatables etc. should be drawn from this account and strict vigilance to be kept on the expenditure. The cash book, stock register and other account of the canteens be regularly checked by the Chairman/Secretary of the Managing Committee in addition to the normal audit which is being done at present.

**(DOPT O.M. No.12/5/91-Dir(C) dated 9.4.1992)**

## CHAPTER - IV

### EQUIPMENT

#### **4.1 Equipment**

The standard, illustrative list of articles of equipments, kitchenwares utensils etc. to be provided at economical and competitive rates for use in the canteens are as under :-

**Main Equipment:-** Refrigerator, Gas Cooking Range with fittings, Steriliser Electric, Hot Case Electric, Water Boiler Electric, Urns Thermal Stainless Steel, Grinder Electric, Espresso Coffee Machine, Stoves Kerosene large, Hot water Bath (Bacine Marie equipment).

The need for regulating all sales made by the canteens through proper billing is a must. The provision of Electronic Billing Machines may be made a part of the standard equipments.

#### **4.2 Replacement of equipment, crockery/utensils**

Managing Committee may carry out review for replacement of equipment/crockery/utensils :-

	To be reviewed by the Managing Committee after every
(i) For equipment	7 to 8 years
(ii) For Crockery/ utensils	3 to 5 years
(iii) For furniture	8 to 10 years

**4.3 LPG:-** The scale/size of LPG equipment approved for the various types of Departmental Canteens are given below for the guidance of the Managing Committees of the Canteens and the Ministries/Departments concerned :-

Types of Canteens/Tiffin Rooms	Recommended number of LPG cylinders
'A' Type Canteens	10 No.
'B' Type Canteens	8 No.
'C' Type Canteens	6 No.
'D' Type Canteens	4 No.
'A' Type Tiffin Rooms	2 No.
'B' Type Tiffin Rooms	2 No.

More than 'A' Canteens may, however, install LPG equipments containing proportionately higher number of cylinders.

**NOTE:** Types of Canteens/Tiffin Rooms have since been revised vide DOPT O.M. No.13/10/2001-Dir.(C) dated 22.12.2004, requirement of LPG will be based on actual consumption.

Ministry of Petroleum & Natural Gas has directed the Oil Marketing Companies for continuing the supply of subsidized (packed LPG) to all the non-domestic exempted categories of customers in terms of their earlier Order No.P.20016/4/87-PP dated 13.4.1987.

[ O.M. No.15/1(iii)/2003-Dir.(C) dated the 17<sup>th</sup> June, 2003 ]

The Government has reviewed the matter and has decided to restore the supply of subsidized LPG Cylinders (i.e. Domestic) to all Non-Domestic Exempted categories of customer. Accordingly, the Ministry of Petroleum & Natural Gas has vide their letter No.P.17011/3/2002-Mkt. Dated 29.4.2003, directed the OMCs for continuing the supply of subsidized (Packed) LPG to all the Non-Domestic exempted categories of customer in terms of their earlier Order No.P.20016/4/87-PP dated 13.4.1987. A copy of the Ministry of Petroleum and Natural Gas letter No.P.17011/3/2002-Mkt dated 29.4.2003 is annexed for information and guidance, in this regard.

( DOPT O.M. No.15/1(iii)/2003-Dir(C) dated the 17<sup>th</sup> June, 2003 )

No.P-17011/3/2002-Mkt.  
Government of India  
Ministry of Petroleum & Natural Gas

.....

Shastri Bhawan,  
New Delhi, dated the 29<sup>th</sup> April, 2003

To

The Director (Marketing),  
IOCL/BPCL/HPCL/IBP Co. Ltd.,  
Mumbai.

Subject:- Supply of subsidized LPG for Non-Domestic exempted category of customers.

I am directed to refer to this Ministry's letter of even no. dated 29<sup>th</sup> January, 2003 on the above subject and to say that the matter has been reviewed again by the Government in view of the various representations received from State/Central Departments and other Institutions. It has now been decided that Oil Industry may continue to supply the subsidized (packed) LPG to all the Non-Domestic Exempted Categories of customer which were included in the earlier order No.P.20016/4/87-PP dated 13<sup>th</sup> April, 1987 of the Ministry.



2. Necessary action by the Oil Marketing Companies may kindly be taken immediately. OMCs are also requested to apprise the Government decision to various State/Central Departments and other concerned Institution who will be supplied subsidized (packed) LPG as per this order, immediately.

Yours faithfully,

Sd/-

( A.K. Srivastava )  
Director - Marketing  
Tel. (011) 23385339  
E-mail: dirm.png@sb.nic.in

Copy to : The Executive Director, PPAC, New Delhi.

#### 4.4 Kitchenware

Angithi Small, Basin aluminium medium size. Belna Buckets (enamelled) Chakla/(Pastry Board) small Chatni pots, Seives atta/maida, Degchi with Lid aluminium 12" dia, Degchi with Lid Aluminium 10" dia, Dori Halwai, egg-frier (Palta), Frying pan medium steel, Grinding stone large, Jugs aluminium, Keddu Kash, Karaha-iron large, Karaha iron small, Kettle with lid aluminium, Khoncha small and large Kitchen knife, Knife for Halwai, Measures one litre aluminium, Nail Brush, Parats aluminium, Pona for boondi, Peni iron, Punch for coupens, Sil batta, Soap box, Spoons (Karachi aluminium) Tawas iron, Tin box for coupen clerk, Tin cutter, Toaster wire, Tongs, Tub galvanized, Weighing scale small with weights.

#### 4.5 Crockery and Cutlery

Coffee pots (4 cups capacity) Cups and saucers flowery, Cups and Saucers ordinary, Store ware forks, Knives and table spoons, (Stainless steel), Jugs water, Glass tumblers, Katories stainless steel, Milk pots (2 cups capacity), Plates full, Quarter, Salt and Pepper containers plastic, Forceps small white metal Sugar Pots (2 Cups capacity), Tea pots (4 Cups capacity), Tea sets (21 pieces Bengal), Tea spoons stainless steel, Tongs (stainless steel) Trays ash medium, Trays lunch stainless steel.

## CHAPTER - V

### MENPOWER

#### 5.1.1 Review of norms for Departmental Canteens.

As the Ministries/Departments etc. are aware, the norms for staffing in the non-statutory Central Government run Departmental Canteens functioning under various Ministries/Departments and their Attached/Subordinate Offices had been in vogue for quite some time. With a view to achieve efficient functioning and rationalization of manpower in the non-statutory Departmental Canteens located in various Ministries/Departments/Attached and Subordinate Offices of the Central Government, the Staff Inspection Unit (SIU) of the Department of Expenditure, Ministry of Finance had undertaken a study to review the said staffing norms. After conducting a detailed study for review of norms for the non-statutory Departmental Canteens, the SIU had submitted its recommendations, inter-alia, with regard to the revised norms in these Canteens. As these recommendations contained in the SIU Report had far reaching implications, the matter was further deliberated upon through Inter-Departmental Meetings/ Consultations, consisting of the representatives of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Ministry of Finance, Department of Expenditure, Staff Inspection Unit (SIU) and the Ministry of Home Affairs (Integrated Finance Division), to have further in-depth examination of the implications and repercussions of the said recommendations. Accordingly, SIU has submitted its revised report with regard to certain aspects of its earlier recommendation. After careful examination of all the aspects, the competent authority has decided to give effect to the recommendations of the SIU in the manner detailed here-in-after.

5.1.2 Accordingly, it has been decided to implement the SIU recommendations in the following manner:-

#### (i) Re-categorisation of Canteens and the revised staffing pattern therein -

As per recommendations of the SIU, the existing Canteens will be re-categorised as per the norms prescribed in Annexures A(i) to A(xv) as at Annexure-I. The details of the staff to be engaged in the re-categorised Canteens have been mentioned (therein). While doing so, the Ministries/Departments should adhere to the following stipulations:-

(a) The Tiffin Rooms should exist only in the buildings where other types of Canteens are not in operation. Therefore, all Tiffin Rooms presently located in buildings where other types of Canteens are functioning need to be closed.

(b) If any Canteen is required to cater to more than 6500 employees {Annexure A (i) to (xv) contains staffing pattern for the Canteens catering upto 6500 employees}, the matter should be reported to the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Office of the Director of Canteens. In such cases, DOPT would consider the matter and may prescribe the revised category and the

staffing pattern of such a Canteen, as may be warranted, in consultation with the Staff Inspection Unit of the Department of Expenditure, Ministry of Finance, etc.

(c) The staff rendered surplus, if any, as a result of the re-categorisation of the existing Canteens will be governed as per the existing Government instructions issued by the Re-training and Re-deployment Cell of the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide their OM No. 1/1/2002-CS.III dated 26.3.2002 read with instructions issued vide DOPT OM No. 1/18/88-CS.III dated 1.4.1989, as amended from time to time.

**(ii) Up-gradation of Pay Scales of certain posts:-**

While laying norms for re-categorisation of existing Canteens, the SIU have also recommended up-gradation of pay scales of certain posts. The hierarchy of these posts and the pay scales attached thereto in the re-categorised Canteens should be as under:-

<u>S.No.</u>	<u>Designation</u>	<u>Pay Scale</u>
1.	General Manager	5500-9000
2.	Deputy General Manager	5000-8000
3.	Manager Grade II	5000-8000
4.	Manager-cum-Accountant	5000-8000
5.	Assistant Manager-cum-Store Keeper	4000-6000
6.	Clerk	3050-4590
7.	Halwai-cum-Cook	3200-4900
8.	Assistant Halwai-cum-Cook	3050-4590
9.	Tea/Coffee Maker	2610-3540
10.	Bearer	2610-3540
11.	Wash Boy	2550-3200
12.	Safaiwala	2550-3200

A statement indicating the existing and the revised designations with corresponding pay scales is also enclosed as Annexure 'B'

**(iii) Change in nomenclature of certain posts/ designations:-**

With a view to have proper utilization of available manpower in the non-statutory Departmental Canteens, the following posts should be re-designated as under:-

<u>S.No.</u>	<u>Existing Designation</u>	<u>Revised Designation</u>
1.	Accountant	Accountant-cum-Manager
2.	Halwai	Halwai-cum-Cook
3.	Assistant Halwai	Assistant Halwai-cum-Cook

**(iv) Outsourcing the activity of setting-up of Canteens in Government Offices –**

The issues concerning out-sourcing/contracting out Canteen services are separately under examination of this Department. The possibility of out-sourcing is considered before giving clearance for setting up new Canteens and in the existing Canteens also, the possibility of out-sourcing some of the services is considered provided the existing staff is not affected. However, as and when a final view is taken, the same will be communicated to all concerned for appropriate action.

**(v) Proper liaisoning between the Departmental Canteens and the Office of the Director(Canteens) –**

With a view to have a proper system of liaisoning between the non-statutory Departmental Canteens functioning in Government Offices and the Ministry of Personnel, Public Grievances and Pensions {Department of Personnel and Training - Office of the Director (Canteens) } after implementing the above recommendations in their Canteens, all the Ministries/Departments of the Government of India including their Attached and Subordinate offices are required to intimate the details of the recategorised Canteens, in the prescribed proforma as at Annexure 'C', to this Ministry {Office of the Director (Canteens), Department of Personnel and Training}.

**5.1.3(i)** All the Ministries/Departments are, therefore, requested to initiate prompt action to give effect to implement the above instructions at the earliest, preferably within 3 (three) months from the date of issue of this O.M i.e. 22.12.2004. It should initially be ensured that the Tiffin Rooms exist only in the buildings where other types of Canteens are not in operation. Therefore, all Tiffin Rooms presently located in buildings where other types of Canteens are functioning shall need to be closed in consonance with para 5.2.2(i)(a) of the O.M. Thereafter, it should be seen if some of the services of the Canteens can be outsourced. Once this is done, the Canteen should be re-categorised and revised pay scales be granted after informing this Department as per the prescribed format (Annexure-C).

**5.1.3(ii)** If any further clarifications are required in the matter, the same may please be referred to this Department through the concerned administrative Ministries/Departments.

**5.1.3(iii)** It is requested that this should be attended to on utmost priority basis and implementation on the follow-up action be intimated to this Department early not later than three months from the date of issue of this O.M. as mentioned in para-5.2.3 above.

[ O.M. No.13/10/2001-Dir.(C) dated 22.12.2004 ]

**Annexure -C**

From:

The Head of the Department/Office under whom the Canteen is functioning

To

The Director (Canteens)  
Department of Personnel & Training,  
Room No.361, 3<sup>rd</sup> Floor,  
Lok Nayak Bhawan, New Delhi -110003.

Subject: Request for re-categorization of Canteen

Sir,

The undermentioned Canteen/Tiffin Room functioning in this Ministry/Department/Office may please be re-categorized with the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions.

1. Name of the Existing Canteen/Tiffin Room
  2. Existing Registration No. of the Canteen/Tiffin Room
  3. Date since when it is functioning
  4. Name & address of the controlling Ministry/Department/Office
  5. Type of re-categorised Canteen.
  6. Number of Government employees (users) served by the Canteen
2. A statement indicating existing staff strength and the revised staff strength (after re-categorisation of the Canteen) with corresponding pay scales is enclosed.

Yours faithfully,

**Note:**

1. In case of Tiffin Rooms, the Department has to submit a certificate to the effect that there does not exist any type of Departmental Canteen for the welfare of the staff in the same building. The Tiffin Room should only exist where there is no departmental Canteen. Reference is also invited to paragraphs 5.2.2(i)(a) and 5.2.3(i) of the Department of Personnel and Training O.M dated 22.12.2004.
2. The department running the Canteen should send the original certificates of the user offices and their willingness with the strength of the staff along-with this annexure.

[ DOPT O.M. No. 13/10/2001-Dir.(C), dated 22<sup>nd</sup> December, 2004 ]

## **5.2 Conditions of Service**

In pursuance of the judgement passed by the Hon'ble Supreme Court of India in Writ Petition Nos.6189-7044 and 8246-55 (Shri C.K. Jha and others Vs. Union of India and others), canteen employees working in the departmental/cooperative canteens registered with Director(Canteens) and located in Central Government Offices have been declared as Government Employees w.e.f. 1.10.1991 vide DOPT O.M. No.12/5/91-Dir.(C) dated 29.1.1992 and they have been extended all benefits as are available to other Government employees of comparable status. Prior to this order, the service conditions of canteen employees were governed by 'Departmental Canteen Employees (Recruitment and Conditions of Service) Rules, 1980 known as GSR-54. These rules have since been repealed vide Notification dated 15.12.1994 (F.No.3/1/93-Dir.(C) (Annexure-II).

With the declaration of canteen employees as Government employees w.e.f. 1.10.1991 and the necessity for the operating Departments to take the canteen employees on the rolls of their regular establishment, queries with regard to regularization, probation, confirmation etc. of canteen employees are being received for clarification. The position on these aspects are as follow :-

### **(i) Appointment on Regular basis :**

All canteen employees who were working on regular basis (other than those appointed on ad-hoc/casual basis) prior to 1.10.1991 will be deemed to be appointed on regular basis w.e.f. 1.10.1991 in their respective grades.

### **(ii) Probation :**

All canteen employees who have completed the probation period satisfactorily in terms of GSR-54 prior to 1.10.1991 will be deemed to have completed the probation satisfactorily as on 1.10.1991. For post 1.10.1991 recruits, if any, probation period as prescribed under the relevant recruitment rules will be applicable. In the case of those canteen employees, who were recruited prior to 1.10.1991 but had not completed their period of probation as on 1.10.1991, their period of probation will be regulated in terms of Rule 8 of GSR-54.

### **(iii) Confirmation :**

(a) Confirmation will be made only once in the service of an official which will be in the entry grade.

(b) All canteen employees who have completed the probation satisfactorily as on 1.10.1991 will be deemed to be confirmed in their respective grades as on 1.10.1991. In their case, a specific order of confirmation will be issued whereafter an entry to this effect will be made in their Service Book. For post 1.10.1991 recruits, if any, normal confirmation rules (Prescribed for the Government employees) will apply. Those canteen

employees who were recruited prior to 1.10.1991 but had not completed their period of probation as on 1.10.1991, they will be deemed to be confirmed immediately on completion of their probation period.

### 5.3 Status of Canteen Workers

The employees of these Departmental Canteens have been extended all benefits as are available to other Central Government employees of comparable status from 1.10.1991 on being declared Central Govt. employees. Prior to that the employees of the Departmental Canteens and Tiffin Rooms have been declared as holders of civil posts in connection with affairs of the Union with effect from 1.10.1979, vide Government of India Notification No.6(2)/23/77-Welfare dated the 11<sup>th</sup> December, 1979 reproduced at (Annexure-III).

#### 5.4.1 Scales of Pay

The Canteen employees have been declared as Central Govt. employees w.e.f. 1.10.1991 and they are entitled to draw the regular Central Govt. pay-scale. The pay scales as per the 5<sup>th</sup> Central Pay Commission were made applicable to the Canteen employees w.e.f. 1.1.1996 vide. G.I., Department of Personnel & Training O.M. No.3/1/(iv)/97-Dir.(C) dated 24.9.1998 read with addendum of even number, dated 21.10.1998 as under :-

S. No	Designation	Pre-revised Pay Scale (Rs.)	Revised Pay Scale Approved (Rs.)
1	Safai Karamchhari	750-12-870-EB-14-940	2550-55-2660-60-3200
2	Wash Boy	750-12-870-EB-14-940	2550-55-2660-60-3200
3	Bearer	750-12-870-EB-14-940	2610-60-3150-65-3540
4	Tea/Coffee Maker	750-12-870-EB-14-940	2610-60-3150-65-3540
5	Cook	825-15-900-EB-20-1200	3050-75-3950-80-4590
6.	Assistant Halwai	825-15-900-EB-20-1200	3050-75-3950-80-4590
7	Clerk/Salesman	825-15-900-EB-20-1200	3050-75-3950-80-4590
8	Halwai	950-20-1150-EB-25-1500	3200-85-4900
9	Cashier	950-20-1150-EB-25-1500	3200-85-4900
10	Store Keeper/ Asstt. Manager- cum-Store Keeper	950-20-1150-EB-25-1500	3200-85-4900
11	Manager Grade III	950-20-1150-EB-25-1500	3200-85-4900
12	Accountant	1200-30-1440-EB-30-	4000-100-6000



		1800	
13	Manager Gr.II	1200-30-1440-EB-30-1800	4000-100-6000
14	Deputy General Manager	1200-30-1440-EB-30-1800	4000-100-6000
15	General Manager	1350-30-1440-40-1800-EB-50-2200	5000-150-8000

**5.4.2** The grant of revised scale of pay of Rs. 3050-4590 to Cook/Assistant Halwai, as mentioned above, in various Departmental Canteens is subject to Recruitment Rules being amended to provide for 75% of vacancies in these posts being filled by promotion of Bearers and Tea/Coffee Makers and the remaining 25% being filled by Direct Recruitment failing which by promotion. A Trade Test will also be prescribed for Direct Recruits as well as those promoted to these posts.

**5.4.3** Similarly, the grant of revised scale of pay of Rs.3050-4590 to Clerk/Salesman is subject to Recruitment Rules being amended to provide for 50% of the posts being filled up by direct Recruitment of Matriculates, the remaining 50% of the posts being filled by promotion of only matriculates from among the Bearers and Tea/Coffee Makers.

It is also emphasized that the recruitment to all the posts in Departmental Canteens would be required to be done strictly in conformity with the Recruitment Rules for which a Model has already been circulated to all Ministries/Departments, vide this Departments O.M. No. 3/2/94-Dir(C) dated 1.3.95. Recruitment Rules for the post of Cooks, Assistant Halwai and Clerks/Salesman may be suitably amended incorporating the provisions mentioned in Para 5.5.2 and Para 5.5.3 above.

[ DOPT O.M. No.3/1(iv)/97-Dir(C) dated the 24<sup>th</sup> September, 1998]

**5.4.4** On the recommendations of Sixth Central Pay Commission relating to Canteen staff in Para 3.8.7 of its report, contained in Part-A of First Schedule to the CCS (RP) Rules, 2008, notified, vide Ministry of Finance, Department of Expenditure Notification No. GSR 662(E) dated the 29<sup>th</sup> August, 2008, the revised scales of pay to the common category of Non-statutory Departmental Canteens employees/staff in various offices under the Ministries/Departments of Government of India circulated vide O.M. No.3/6/07-Dir.(C) dated 15<sup>th</sup> October, 2008 (Annexure-IV).

**5.5 Revised designations & pay scales after re-categorisation on the basis of SIU recommendations**

Statement indicating existing designations and the revised designations (after re-categorisation of Canteens) with corresponding pay scales

S.	Existing	Existing	Designation	now	Pay	scale
----	----------	----------	-------------	-----	-----	-------

No	Designation	Pay scale	adopted on the recommendations of the SIU	prescribed on the recommendations of the SIU.
1	General Manager	5000-8000	General Manger	5500-9000
2	Deputy General Manager	4000-6000	Deputy General Manager	5000-8000
3	Manager Grade II	4000-6000	Manager Grade II	5000-8000
4	Accountant	4000-6000	Manager-cum-Accountant	5000-8000
5	Assistant Manager-cum-Store Keeper	3200-4900	Assistant Manager-cum-Store Keeper	4000-6000
	Store Keeper	3200-4900	-----	-----
	Cashier	3200-4900	-----	-----
	Manager Grade III	3200-4900	-----	-----
6.	Salesman/Clerk	3050-4590	Clerk	3050-4590
7	Halwai	3200-4900	Halwai-cum-Cook	3200-4900
8	Assistant Halwai/Cook	3050-4590 3050-4590	Assistant Halwai-cum-Cook	050-4590
9	Tea/Coffee Maker	2610-3540	Tea/Coffee Maker	2610-3540
10	Bearer	2610-3540	Bearer	2610-3540
11	Wash Boy	2550-3200	Wash Boy	2550-3200
12	Safaiwala	2550-3200	Safaiwala	2550-3200

[ DOPT O.M. No.13/10/2001-Dir(C) dated the 22<sup>nd</sup> December, 2004 ]

#### 5.6 Special Allowance :-

5.6.(i) The Special pay admissible to certain categories of Canteen employees i.e. General Manager, Deputy General Manager, Cashier, Store Keeper and Accountant @ 5% of their basic pay and 10% of their basic pay for having under their charge a group of more than 2-A type Canteens or 4-A type Canteens, respectively, has been discontinued and it has now been decided that only a fixed monthly amount should be admissible as a Special Allowance for above mentioned posts at the following rates:-

Posts	Canteen category as being above Type 2-A (Amount of Spl. Allownce P.M.)	Canteen Category as being above Type-4A (Amount of Spl. Allownce P.M.)
Cashier, Store-Keeper	Rs.125/-	Rs.250/-
Accountant/Deputy General Manager	Rs.150/-	Rs.300/-
General Manager	Rs.175/-	Rs.350/-

5.6.(ii) The special pay henceforth be termed as "Special Allowance" and the same will be admissible w.e.f. 1<sup>st</sup> January 1996.

- 5.6.(iii) The drawal of pay in the revised scales, revised option, fixation of initial pay, date of next increment etc. will be settled in terms of CCS (RP) Rules, 1997.  
[ DOPT O.M. No.3/1(iv)/97-Dir(C) dated the 24<sup>th</sup> September, 1998]

### 5.7 Procedure for Disciplinary Action

The CCS (CCA) Rules, 1965 are applicable to the Canteen employees.

### 5.8 Training

Periodical training programmes for managerial and other canteen staff may be centrally arranged by the Director of Canteens in liaison with recognized Catering Institutes. The names of persons to be trained as recommended by the Managing Committee to the Director of Canteens, Department of Personnel and Training will be sponsored, if the number of prospective trainees is sufficient to form a group. The fee chargeable by the Institutes is to be borne by the Department/Office under whom the trainee is employed.

### 5.9.1 Pension, Gratuity and General Provident Fund

The retirement benefits pension and provident fund of the Canteen employees will be regulated in the manner hereinafter prescribed :-

#### (A) PENSIONARY BENEFITS :

- (i) Those appointed on or after 1.10.1991 will be compulsorily governed by the provisions contained in the CCS (Pension) Rules, 1972, CCS (Commutation of Pension) Rules, 1991 and the CCS (Extraordinary Pension) Rules.
- (ii) Those appointed prior to 1.10.1991 and were still in service on that date will have an option :-
  - (a) either to elect pension scheme under Clause (i), or
  - (b) be governed by the Contributory Provident Fund Scheme. The option will have to be exercised within six months from the date of the issue of these orders in the form at annexure to these orders. The option once exercised will be final. Those who do not exercise any option within the stipulated period will be deemed to have opted in favour of the pension scheme.
- (iii) Those who opt for pension scheme will also be eligible for benefits of family pension and retirement gratuity/death gratuity under the CCS (Pension) Rules, 1972.

- (iv) Those who opt for GPF Scheme shall also be eligible for retirement gratuity/death gratuity admissible under the CCS(Pension) Rules, 1972. They will not, however, be eligible for family pension benefits thereunder.
- (v) In the case of persons who have retired between 26.9.1983 and 1.10.1991, since they would have rendered less than 10 years qualifying Service reckoned from 26.9.1983 and will not be eligible for monthly pension therefore, their settlement of retirement benefits already done under the Departmental Canteen Employees (Recruitment and Conditions of Service) Rules, 1980 promulgated vide GSR No.54, dated 23.12.1980 will not be disturbed. Similarly in the case of those who have retired between 1.10.1991 and the date of issue of these orders since they would also have rendered less than 10 years qualifying service reckoned from 26.9.1983 and will not be eligible for monthly pension, their settlement of retirement benefits already done under the Departmental Canteens Employees (Recruitment and Conditions of Service) Rules, 1980 will also not be disturbed.
- (vi) The families of the employees who died while in service between 1.10.1991 and the date of issue of these orders and who are eligible or have been allowed family pensions benefits under the EPF and Miscellaneous Provisions Act, 1952 will have an option either to continue to draw family pension under the said Act or to receive family pension admissible under the CCS (Pension) Rules, 1972. In the later case the family will have to refund the employer's contribution of EPF including interest thereon received by them alongwith simple interest at 6% per annum from the date of drawal to the date of refund. The option will be exercised within six months of the date of issue of these orders. The option once exercised will be final. If no option is exercised within the stipulated period, the families will be deemed to have retained the benefits under the EPF and Miscellaneous Provisions Act, 1952. The employees who were not subscribing to EPF their families will be eligible for the benefit of family pension under CCS (Pension) Rules, 1972.

**(B) PROVIDENT FUND :**

- (i) The employees appointed on or after 1.10.1991 will be compulsorily governed by the General Provident Fund (Central Services) Rules, 1960.
- (ii) In the case of employees recruited prior to 1.10.1991 and were still in service on that date and are subscribing to Employees Provident Fund and opt for pension in terms of these orders, shall be regulated as follows :-
  - (a) The amount standing in the EPF account as on 30.9.1983 representing the employer's contribution and the employees contribution, shall remain in the EPF account being operated by

the Chief Provident Fund Commissioner and paid to the employees as and when they retire from Government service.

- (b) As far as contributions made beyond 30.9.1983 are concerned, the entire balance lying to their credit in the EPF account shall be transferred to the Government who in turn will credit the employee's contribution with interest thereon to their respective GPF account and the employer's contribution with interest accrued thereon shall be resumed by the Government.
- (iii) In the case of those who were subscribing to EPF and not opt for pension scheme in terms of these orders, they will be eligible for Contributory Provident Fund benefits under the CPF Rules (India), 1960. For this purpose their CPF accounts will be opened by the respective departments. The entire balance lying to their credit in EPF – both employees and employers contribution with interest accrued thereon shall be transferred to their CPF account to be opened in favour of each employee. This can be done from a prospective date as and when their respective CPF accounts are opened.
- (iv) In the case of those who are not subscribing to Employee Provident Fund, (a) those who opt for pension will be entitled to GPF benefits with effect from 1.10.1991 and (b) those who do not opt for pension scheme will be entitled to CPF benefits under the Contributory Provident Fund Rules (India), 1960.

All the Ministries/Departments are requested to issue instructions to their attached/subordinate offices and the Chairman/Secretaries of the Managing Committee of the aforesaid Departmental Canteen etc. to take immediate necessary action and settle the EPF accounts of the above employees as indicated in the foregoing paragraphs, after obtaining the necessary option from the canteen employees etc. as indicated in this O.M.

**PROFORMA**

**( Deleted )**

[ DOPT O.M. No.12/3/92-Dir(C) dated the 16<sup>th</sup> November, 1992 ]

5.9.2(i) It was decided that in the case of Canteen employees retired between 1.10.91 to 25.9.93, the service rendered prior to 26.9.83 will be taken into account as qualifying service to the extent that their actual qualifying service falls short of the minimum service required for grant of superannuation pension in terms of Rule 49(2) (b) read with Rule 49(3) of the CSS (Pension) Rules, 1972. This will, however, be subject to the refund of employer's share of contribution to the EPF for the period of service taken into account for pensionary benefits, including

interest received by them, alongwith simple interest at the rate of 6 percent per annum from the date of receipt/withdrawal to the date of refund.

**5.9.2(ii)** Such of the employees who retired between 1.10.91 and 25.9.93 may therefore, be given an option as per proforma enclosed, if they want to opt for the pension scheme as specified above, the option form may be sent to them to their address by Registered post, clearly indicating the details of amount which is required to be refunded. The option will have to be exercised within six months from the date of issue of these orders i.e. 16<sup>th</sup> December, 1993 in the form at annexure to this order. The option once exercised will be final. In case no option is received within the prescribed time limit, it would be deemed that the employee is not interested opting for pension scheme and the case be closed.

**5.9.2(iii)** The Ministries/Departments are requested to issue instructions to their attached/subordinate offices and the Chairmen / secretaries of the Managing Committees of the aforesaid Canteens/Tiffin-rooms to take immediate necessary action to settle the cases of the employees as indicated in the above paragraph after obtaining necessary option from them.

**PROFORMA**

1. Name of the Ministry/Department/Offices : \_\_\_\_\_  
(with full Address) : \_\_\_\_\_
2. Name of retired employee : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. Scale of pay and last pay drawn. : \_\_\_\_\_
5. Canteen where he was working. : \_\_\_\_\_
6. I do hereby opt for the pensionary benefits. : \_\_\_\_\_

(OR)

I do not opt for the pensionary benefits.  
I am fully aware that the option once exercised will be final.

Dated:

Signature.....  
Name & Designation of the employee(s)  
with present address

**Witnesses**

1. Signature, Name & Designation (1).....  
& Full postal address .....
  2. Signature, Name & Designation (2).....  
& Full postal address .....
- Countersigned by immediate superior .....

Inapplicable clause to be scored out

**Note.** The employee who was contributing to EPF and now opting for pensionary benefits is required to refund of Employer's contribution to EPF for the period of service taken into account for calculating pensionary benefits including interest thereon received by the employee alongwith simple interest 6% per annum from the date of withdrawal to the date of refund.

[ DOPT O.M. No.12/3/92-Dir(C) dated the 16<sup>th</sup> December, 1993 ]

It is clarified that in case of canteen employees who have retired or died before 1.10.91, their gratuity shall be regulated by Rule 15 of the Departmental canteen Employees (Recruitment and conditions of service) Rules, 1980. In case of temporary/Quasi permanent or permanent employees who have retired/died on or after 1.10.91, their gratuity shall be regulated by Central Civil Services (Pension) Rules 1972, as the case may be. It may further be clarified that for the purpose of reckoning gratuity, they shall be entitled to count their service from the date of their actual appointment in the canteen on regular basis.

As regards entitlement of pension, the same will be settled as per orders already issued vide this Department's O.M. No. 12/3/92-Dir(C) dated 16<sup>th</sup> November 1992 and O.M. No. 12/3/92-Dir(C) dated 16<sup>th</sup> December 1993.

[ DOPT O.M. No.12/3/92-Dir (C) dated 10<sup>th</sup> May, 1996 ]

#### **5.10.1 Central Govt. Employees Group Insurance Scheme :**

It has been decided in consultation with Ministry of Finance (Department of Expenditure) that the employees of non-statutory Departmental/Cooperative Canteens/Tiffin Rooms registered with Director(Canteens) and who have been granted the status of Central Government employees with effect from 1.10.91 in pursuance of the judgement of Hon'ble Supreme Court of India dated 11.10.91 may be extended the benefit of Central Government Employees Group Insurance Scheme, 1980. For this purpose they may be assumed to have joined the Government service w.e.f. 1.10.91 and shall be enrolled in terms of clause 4.3 of the aforesaid scheme as full-fledged members of the scheme w.e.f. 1<sup>st</sup> January, 1992 and in terms of clause 6 of the scheme, they will be covered for an appropriate insurance cover against subscription of Rs.5/- (Rupees Five) per month as the premium for every Rs.15,000 of the insurance cover for the period from 1.10.91 to



31.12.91 from 1<sup>st</sup> January, 1992 they will subscribe at the appropriate rates of Rs. 15/-, 30/-, 60/-, 120/- per month according to their salary scale. In accordance with para 3.1 of the aforesaid scheme it will not apply to the persons who have attained the age of 50 years on 1.10.91.

**5.10.2** As no subscription will be payable to the saving fund for the period 1.10.91 to 31.12.1991, no benefit on this account will be admissible. Other benefits will automatically come from 1<sup>st</sup> January 1992 when the Canteen employees will start subscribing at the appropriate rates given in para 5.11(1) above. The employees appointed in aforesaid Canteens/Tiffin Rooms in future or after this date will automatically be governed by this scheme.

**5.10.3** All the Ministries/Departments are requested to ensure that the recovery of the premia particularly from those who have retired/resigned and settlement of death claims occurred between 1.10.91 and the date of issue of these orders are taken into consideration.

**5.10.4** All the conditions of the Central Government employees Group Insurance Scheme, 1980 will remain the same as in the case of other Central Government employees.

**5.10.5** Option in favour of the scheme from those who were canteen employees earlier may be invited latest by 14.8.92. Option once exercised will be treated as final. Those persons who do not exercise any option by this date will be deemed to have opted for the scheme.

[ DOPT O.M. No.12/2/92-Dir (C) dated 28.5.1992 ]

**5.11 Canteen Employees will not be diverted to non-canteen seats**

In the Departmental Council (JCM) the staff side has raised the question of some canteen employees having been diverted to non-canteen seats belonging to CSCS in some Departments is not proper.

All Ministries/Departments are requested to ensure that the canteen employees work in canteens only and are not diverted against CSCS Posts.

[ DOPT O.M. No.15/3/92-Dir (C) dated 26.2.1996 ]

**5.12 Limited Departmental Competitive Examination for promotion to Group 'C'**

It has been decided that Group 'D'/Group 'C' Canteen employees cannot be permitted to take the Departmental Competitive Examinations for promotion to the posts of LDC in CSCS/Other Group 'C' or Group 'D' cadres of the respective Ministries/Departments etc. as such schemes have been evolved to primarily provide accelerated promotions for qualified candidates within their own cadre/stream. The non-statutory canteen staff already have avenues for promotion in their set up and, therefore, they cannot be considered for an additional promotional avenues in other cadres/streams. However, non-statutory Canteen/Tiffin Rooms staff will continue to be eligible to apply and seek appointments to posts which are filled up on Direct Recruitment basis and will also be eligible for the provision relating to age concession.

(DOPT O.M. No.15/1/96-Dir(C) dated the 9<sup>th</sup> Feb,2000)

### 5.13 Lifting of ban on creation/filling up of posts in Departmental Canteens

Attention of the various Departments is invited to the DOPT's Office Memorandum 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 catering 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.

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 3.5.1993. 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 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 required to be done strictly in conformity with the Recruitment Rules for which a Model has already been circulated to the Departments vide this Department's O.M. No.3/2/94-Dir.(C) 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/adhoc employees already borne on the strength of the Canteens may be considered for regularization provided they fulfill all the conditions enforceably for employment in the Government.
- (v) Pending requests for employment on compassionate grounds from the next of kin of deceased Canteen employees may also be duly considered as per the normal procedure.
- (vi) In no case, recruitment will be resorted to in the Canteen over and above the staff strength already authorized 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 sought registration prior to 31<sup>st</sup> July, 1993 indicating their categorization. In the case of Canteens/Tiffin Rooms whose functioning had been regularized under the provisions of this Department's O.M. No.3/4/96-Dir.(C) dated the 20<sup>th</sup> March, 1997 also, the norms relating to categorization as 'A' Type, 'B' Type etc. will be strictly adhered to and the total employment in them kept within the prescribed maximum limits. Higher categorization 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 ensure that there is no case of employment over and above the authorized strength. In case additional staff is justified on the basis of authorization, then normal procedure for creation of posts will have to be followed.

( DOPT O.M. No 3/1/92-Dir(C) dated the 22<sup>nd</sup> June, 1998 )

## CHAPTER - VI

### UNIFORMS/LIVERIES

#### **6.1 Uniforms**

6.1.1 The pattern and scale for provision of uniform/livery items to the employees working in the non-statutory Departmental Canteens/Tiffin Rooms and the cost ceilings therefor were laid down vide Annexure-II of the "Administrative Instructions on Departmental Canteens in Government Offices and Industrial Establishments (Called Green Book) and were subsequently revised vide DOPT, Ministry of Personnel, Public Grievances and Pensions O.M. No.18(1)/89-Dir.(C) dated 15.06.1990 and O.M. No.18(1)/95-Dir.(C) dated 29.11.1995. A Section of Canteen Employees had petitioned before the Principal Bench of CAT (Vide O.A. No.273/2001) regarding providing uniforms/livery items to all the Canteen employees on the same pattern and scale as is being provided to other Group "C & "D' Central Government Employees.

6.1.2 The Hon'ble CAT has disposed off the petition with the following directions:

*"The respondents shall consider the issue of pattern for provision of uniforms/livery items to Canteen employees considering the status accorded to them by the Hon'ble Supreme Court vide their order dated 11.10.1991 and pass orders within two months from the date of communication of these orders."*

6.1.3 At present, specified categories of Canteen staff are being provided with the articles of uniform as per the administrative/functional requirements. The pattern and scale (quantity) entitlement of uniforms being provided to the Canteen employees is in accordance with their service conditions, nature of duties and responsibilities. After declaration of Canteen employees as Government employees on the orders of the Apex Court, these provisions, though reviewed, were not changed since the functional requirements, nature of duties and responsibilities of the Canteen employees remained the same. The uniform items entitled to employees are to be in-consistence with the functional requirements of the job performed by the employees. As the functional requirements of Group "C' & "D" Canteen staff are quite different from the one prevailing in the case of Group "C" & "D" employees in Government offices/Central Secretariat, the entitlement of items of uniform in the case of these two sets of employees cannot be the same. The O.M. No.18(1)/95-Dir.(C) dated 29.11.1995 issued after this review, therefore, takes care of only the price escalation in respect of uniform materials and stitching charges.

6.1.4 Consequent upon the said judgement of the Principal Bench of Hon'ble CAT, the provisions relating to the pattern and scale of uniforms/livery items to the employees of non-statutory Canteens/Tiffin Rooms in Central Government

Offices have again been reviewed. Keeping in view the directions contained in the judgement, the functional requirements of Canteen employees and in supersession of this Department's O.M. dated 15.06.1990 and 29.11.1995 mentioned in para 1 above and after careful consideration, it has now been decided, as a matter of policy, in consultation with the competent authorities, that the supply of uniform to the specified categories of Group "C" & "D" Canteen employees is to be regulated as per the pattern and scale indicated in the Annexure-V.

6.1.5 Cloth for the uniforms will be purchased from N.T.C. outlets \* (and also from other approved authorized agencies like Khadi Gram Udyog/Kendriya Bhandar/ Co-operative Stores approved by the Central/State Government as prescribed by this Department). As regards cost ceilings for the liveries/Uniforms to the Canteen employees, the existing rate on the subject as laid down from time to time by the JCA Division of the Department of Personnel & Training would be applicable in respect of Canteen employees.

\*(Substituted vide DOPT O.M. No.18/2/2003-Dir.(C) dated 24<sup>th</sup> November, 2003).

6.1.6 \*\* (The rate of stitching charge of uniforms supplied to Canteen employees will be as per the rates notified by this Department vide O.M. No.14/4/2000-JCA dated 18.12.2000 (copy enclosed). It is further stated that the reimbursement of stitching charges at the prescribed rate should be done only after the stitched uniforms are produced which are duly stamped with an indelible ink at an appropriate place on the wrong side of the stitched dress for identification. A proper record and procedure should be followed as is done in the case of other common category of employees like Peons, Sweepers, in the Ministries/Departments).

\*\* (Substituted vide DOPT O.M. No.18/2/2003-Dir.(C) dated 24<sup>th</sup> November, 2003).

XXXXXXXXXXXX

6.1.7 In the case of Canteen employees retiring on superannuation pension :-

- (i) No uniforms be issued to those employees who are due to retire within three months from the date they become eligible for issue of uniforms.
- (ii) One set of uniform be issued to such of those employees who are due to retire within one year (not less than three months) from the date they become eligible for the issue of uniforms.
- (iii) Complete set of uniforms may be issued to such of those employees who are due to retire after one year from the date they become eligible for the issue of uniforms.

{ DOPT O.M. No12/4/2001-Dir(C) dated the 21<sup>st</sup> January, 2002 }

A section of Canteen employees had petitioned before the Principal Bench of CAT (vide OA No. 1943/2002) demanding winter uniforms comprising of a woolen coat and pant as being provided to Group 'D' employees working in the Central Government Offices.

The Hon'ble CAT disposed of this petition with the following directions: -

"The respondents must review annexure A-I dated 21.1.2002 making a provision for a woolen pant in addition to the existing winter uniforms for the Canteen employees".

After careful consideration of the judgment pronounced by the Hon'ble CAT in consultation with the competent authorities, it has been decided that henceforth specified Canteen employees, as detailed in Annexure to this Department's O.M No. 12/4/2001-Dir.(C) dated 21.1.2002, in addition to the existing pattern of summer/winter uniforms prescribed in the ibid O.M. (dated 21.1.2002), will be entitled to, a woolen pant (White/Grey) for male/Woolen Salwar or appropriate Woolens for female employees once in two years. Other conditions stipulated in the ibid O.M. shall remain the same.

{ DOPT O.M. No.12/8/2002-Dir(C) dated 8<sup>th</sup> July, 2003 }

#### 6.2 Stitching Charges :

Based on the demand of staff side in National Council (JCM) the question inter-alia of revising the stitching charges of uniforms supplied to common categories of employees like Peons, Sweepers, Farashes, Staff Car Drivers, Despatch Riders etc. in the Central Secretariat and its attached and subordinate offices has been under consideration. It has now been decided that the rates will be as follows with immediate effect modifying the earlier instructions vide this Ministry O.M. No.14/2/95-JCA dated 22<sup>nd</sup> May, 1995.

#### WINTER

(1)	Buttoned-up-coat and pant	:	Rs.375/-
(2)	Over Coat for Staff Car Drivers	:	Rs.300/-
(3)	Ladies half-coat	:	Rs.300/-

#### SUMMER

(1)	Pant (Terricot)	:	Rs.68.25
(2)	Bush Shirt (Polyvastra)	:	Rs.29.25
(3)	Blouse	:	Rs.22.50
(4)	Petticoat	:	Rs.15.00
(5)	Salwar Kameez	:	Rs.45.00

#### PROTECTIVE CLOTHING (FOR MALIS/BHISTIES)

(1)	Pajama	:	Rs.12.00
(2)	Short (Half-Pant)	:	Rs.30.00
(3)	Shirt (Cotton)	:	Rs.22.50

**Note:-** Previously, lining cloth used to be supplied in addition to the stitching charges as prescribed. Since May, 1990, however, the cost of lining cloth have been taken into account while prescribing the revised stitching charges.

It may please be noted that the reimbursement of stitching charges at the prescribed rates should be done only after the stitched uniforms are produced which are duly stamped with an indelible ink at an appropriate place on the wrong side of the stitched dress for identification. A proper record and procedure should be evolved to ensure that the employees produce the stitched uniforms within a reasonable period (say one month) after the cloth was supplied to them.

{ DOPT O.M. No. 14/4/2000-JCA Dated the 18<sup>th</sup> December, 2000 }

### 6.3 Clarification regarding cloth for woolen pant and Stitching charges

It has been decided that henceforth the specified Canteen employees will be provided a woolen pant cloth of 1.20 Mtrs. The stitching charges of the pant will be reimbursed at Rs. 120/- for a pant once in two years.

{ DOPT O.M. No. 18/3/2003-Dir.(C) Dated the 8<sup>th</sup> July, 2005 }

### 6.4 Washing Allowance

6.4.1 With effect from 17<sup>th</sup> January, 1986 Canteen/Tiffin Room employees entitled for issue of uniforms, are to be paid Rs. 15/- per month as Washing Allowance.

{ DOPT O.M. No. 4/5/79-Dir.(C) Dated 12.2.1986 }

6.4.2 The Canteen employees mentioned in the Annexure are also eligible for grant of Washing Allowance at the rate of Rs.30/- per month. It is for the Departments/Establishments to satisfy themselves that the allowance is actually spent for the purpose for which it is granted. No deduction what so ever, need to be made for the period of any leave taken by the employees concerned.

{ DOPT O.M. No. 12/4/2001-Dir.(C) Dated 21.1.2002 }

## CHAPTER - VII

### MODEL RECRUITMENT RULES

#### 7. Model Recruitment Rules

A copy of the Revised Model Recruitment Rules for various categories of group 'C' and 'D' posts (as at Annexure-VI) in the Non-statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices and registered with Director (Canteens) (except for the post of General Manager which, will be circulated later) have been circulated to all the Ministries/Departments for adoption with suitable modifications, if any, depending upon their peculiar requirements. The Establishment Division (Estt. R/R) of DOP&T had earlier issued guidelines vide their O.M. No. 14017/2/97-Estt.(R/R), dated 25.5.1998, asking Ministries/Departments to revise/amend/frame Recruitment Rules in respect of various posts/cadre under their control keeping in view the recommendations of the 5<sup>th</sup> Central Pay Commission and other relevant factors, which are necessary to keep them in conformity with the changed position. The revised Model Recruitment Rules, therefore, are based on the suggestions contained in this Department's O.M No. AB/14017/12/87-Estt.(RR), dated 18.3.88 read with O.M No. 14017/2/97-Estt. (RR), dated 25.5.98 and other related instructions issued from time to time by the Establishment Division of the DOPT. The changes in the designations of various posts in Non-statutory Departmental canteens/Tiffin Rooms, which were intimated vide this Department's O.M. No. 13/10/2001-Dir( C), dated 22.12.2004 are also indicated in the attached Annexure -A as well as in the Model Recruitment Rules, on the basis of SIU recommendations. In case of any deviation from these Model Recruitment Rules, the clearance of Director (Canteens) in the Department of Personnel and Training may be obtained. The Administrative Ministries/Departments themselves are required to get their recruitment rules vetted from the Ministry of Law and then notify it in the Gazette of India.

#### ANNEXURE-A

#### New Hierarchy of posts in the non-statutory Departmental Canteens

S.No	Existing Designation	Existing Pay Scale Rs.	Designations now adopted on the recommendations of the SIU	Pay scale prescribed on the recommendations of the SIU w.e.f 22.12.2004. Rs.
1	General Manager	5000-8000	General Manager	5500-9000 *
2	Deputy General manager	4000-6000	Deputy General manager	5000-8000
3	Manager Grade-II	4000-6000	Manager Grade-II	5000-8000
4	Accountant	4000-6000	Manager-cum-Accountant	5000-8000



5	Assistant manager-cum-Store Keeper Store Keeper Cashier Manager Grade-III	3200-4900 3200-4900 3200-4900 3200-4900	Assistant Manager-cum-Store Keeper ** ** **	4000-6000
6	Salesman/Clerk	3050-4590	Clerk	3050-4590
7	Halwai	3200-4900	Halwai-cum-Cook	3200-4900
8	Assistant Halwai Cook	3050-4590 3050-4590	Assistant Halwai-cum-Cook	3050-4590
9	Tea/Coffee Maker	2610-3540	Tea/Coffee Maker	2610-3540
10	Bearer	2610-3540	Bearer	2610-3540
11	Wash Boy	2550-3200	Wash Boy	2550-3200
12	Safaiwala	2550-3200	Safaiwala	2550-3200

\* Model Recruitment Rules for the post of General Manager will be issued separately.

\*\* As per the revised staffing pattern effective from 22.12.2004, these posts have been abolished.

{ DOPT O.M. No.3/2/94-Dir.(C)(Vol.II) dated 14.02.2007 }

## CHAPTER - VIII

### MANAGING COMMITTEE

#### 8.1 Constitution of Managing Committee

The Managing Committee for each canteen, as far as possible, should be constituted separately, out of the officers and staff of the Department/Office occupying the building in which the canteen is located. If a canteen in a building is shared by more than one Department/Office, the Managing Committee should be a combined one. The funds, in such a case should be proportionately shared, based on the office strength of each office, or the funds should be borne in full, by each Department/Office for a term of three years in rotation. The Chairman and the Honorary Secretary for a term will normally be appointed from that Department/Office, which provides the funds.

#### 8.2 Strength of Managing Committee

A model Managing Committee should be constituted of seven members (including the Chairman) as explained in paras 8.3 to 8.9 below. This strength may, however, be varied at the discretion of the Chairman according to the local needs.

#### 8.3 Chairman, Managing Committee

The Chairman should preferably be the Head of the Department/Office himself or his Deputy. Higher the level of blessings, more automatic will be the results.

#### 8.4 Honorary Secretary, Managing Committee

The Honorary Secretary should normally be the Welfare Officer, or the Administrative Officer of the Department/Office of the minimum rank of a Section Officer or a Major or equivalent in services, who shall be nominated by the Head of the Office/Estt. and in the case of Cooperative Canteens may be elected as per the bye laws of the Society.

\* (It has been decided that the Honorary Secretaries of the canteens need not be necessarily an officer of the Administrative Wing of the concerned Ministry/Department/Office. The Head of Department may also nominate an officer as Honorary Secretary who is not from Administrative Wing and, is considered suitable and fulfills the basic criteria of eligibility specified in the rules. This decision would be applicable to all the Canteens/Tiffin Rooms registered with this office and located in Central Government Offices).

\* [ DOPT O.M. No. 15/3/92-Dir.(C) . dated the 11.11.1993 ]

### **8.5 Official Member**

One Official Member of the rank of Section Officer/Major or above, is to be nominated by the Chairman of the Managing Committee.

### **8.6 Staff Side Members**

One each of the staff side members to represent Group 'C' and Group 'D' staff, may be recommended by the staff side of the office council (JCM) if any functioning in that Department/Office, or by the recognized service associations of the employees subject to acceptance by the Chairman that the members recommended are the real representative of the staff or the Chairman may himself nominate these two members at his discretion.

\*\* (The number of staff side member would be three instead of two as at present. These members may be recommended by the Staff Side of the Council (JCM), if any, functioning in that Department/Office or by the recognized service Association of the employees. This decision will, however, apply only to the canteens, which are categorized as 'A' and above. The representation of the Staff Side members in the other canteens/Tiffin Rooms will remain the same as has been provided in the above Rule).

\*\* (DOPT O.M. No.15/3/92-Dir.(C) Dated 22.2.1993)

### **8.7 Lady Member**

One lady member, if available in the Department/Office may be nominated by the Chairman as a co-opted member.

### **8.8 Representative of canteen workers**

The Manager of the canteen or any other canteen worker may be nominated by the Chairman as a co-opted Member to represent the canteen workers.

### **8.9 Tenure of Managing Committee**

The tenure of the Managing Committees of the Departmental Canteens shall be normally for three years duration, unless dissolved or changed earlier by the Head of the Office/Establishment.

### **8.10 Legal status of Managing Committee**

The Committee functions in the Department/Office/Establishments, of the Government of India, for the welfare of the Government employees, under the orders of the Government of India and its functions are connected with the affairs of the Union.

The Committee, therefore, does not enjoy an autonomous status. With respect to the contractual obligations it functions "for and on behalf of the President of India". The proceedings of the committee will not be conducted or decided on resolutions or voting system, but the official decision will rest with the Chairman of the Managing Committee or the Head of the Department/Office concerned. (In the case of canteens run by the cooperative societies this provision will apply as per the bye laws of the society and the cooperative law in force).

**8.11 Quorum for meetings**

The presence of the Chairman, the Honorary Secretary and one more member will constitute the quorum for holding a meeting of the Managing Committee.

**8.12 Conduct of business/duties and responsibilities**

The rules of business, specifying the powers, functions, duties/responsibilities of the members of the Committee and of the Canteen Managers/Workers etc. and the systems procedures, methods etc. to be followed for running of a canteen will be framed by the Managing Committee of that Canteen.

**8.13 Deputing a Government servant for whole time/part time supervision in the canteen**

Head of the Department/Office may depute a Government servant of the rank of Section Officer/equivalent or below if he can be spared of the existing strength of the Department/Office for part time or whole time assistance to the Managing Committee of the Canteen.

**8.14 Office assistance**

Stationery, Stencils, Cyclostyling facility, Postage Stamps, office assistance etc. required to conduct the business of the Managing Committees of the Departmental Canteens will be provided by the Department/Office concerned.

**8.15.1 \*\*\* (Decentralization of power of fixation of prices of eatable**

To meet the additional expenditure if any on the above account after withdrawal of grant, all the Ministries are requested to ask the Managing Committees of the Departmental canteens to review the prices of the eatables sold in the canteens and raise them with immediate effect. They may also keep in view the increase in the raw material and other inputs needed to run the canteen. These instructions may be brought to the notice of Chairman of all the Departmental Canteens under your Ministry for strict compliance).

\*\*\* (DOPT O.M. No. 12/5/91-Dir.(C) Dated 9<sup>th</sup> April, 1992)

8.15.2 It was discussed in the 41<sup>st</sup> Ordinary Meeting of the National Council of the JCM held on the 12<sup>th</sup> January, 2002 (Agenda Item No.9). The staff side concurred with the proposal to decentralize and delegate powers to the Managing Committees of the concerned Departmental Canteens/Tiffin Rooms to fix the prices of various items prepared and sold through the Canteens. However, the Departmental Managing Committee should ensure that while determining the sale prices, a reasonable margin is provided to cover wastage, wear and tear, breakage of crockery, etc. as no financial assistance/grants-in-aid is to be given for maintenance of Canteens/Tiffin Rooms. Moreover, they should also take care to fix the prices of eatables evenly keeping in view the prices fixed by other Departmental Canteens in the same building or adjoining areas. It is felt that this would ensure a healthy competition among different Canteens with regard not only to the quality of the eatable items but also their prices. The Managing Committee would be responsible for the quality of products and the prices.

It should also be ensured that representatives/nominees of the staff side are represented in the said Committee, as at present.

**(DOPT O.M. No. 15/4/93-Dir.(C) Dated 11<sup>th</sup> June, 2002)**

## CHAPTER - IX

### HYGIENE AND SANITATION

#### **9.1 Inspections and Surprise Checks**

Inspections of the canteens should be carried out at regular intervals and surprise checks by the following authorities :-

- (1) The Head of the Department/Office or the Chairman of the Managing Committee or their nominee
- (2) The Honorary Secretary or any other Member or a Sub-Committee deputed to do so by the Managing Committee.
- (3) The Director of Canteens, Deptt. of Pers. & Trg, New Delhi on any matter concerning the quality of eatables, cost, sanitary conditions, personal hygiene of the canteen workers, physical stocks, account books, cash, property, raw materials etc.
- (4) The Medical Officer of the Department or of the local Medical Establishment of the Government of India.

#### **9.2 Periodical inspection**

It has been decided that to have a better check on the activities of the functioning of the canteens, the canteens should be brought under the periodic inspection like that of O&M inspections, the inspections being undertaken by all the Ministries/Departments/Offices themselves. For the present such inspections of the Departmental Canteens/Tiffin rooms may be done once in two years and the periodicity of these inspections be increased to once a year in due course. The inspection of the canteens of Type 'A' and above must be conducted by an officer not below in the rank of Under Secretary, whereas other canteens of lower category and tiffin rooms may be inspected by any Gazetted Officer, to be nominated by the Head of Office/Department. For inspection of the canteens a proforma has been developed and is enclosed (Annexure-VII). A copy of the inspection report may be put up to the Head of the Department for appropriate action and a copy of the same may be sent to this Department.

If may be advisable that the first inspection in respect of Canteen/Tiffin Room in various organizations is carried out at the earliest and reaction/changes if any, that may be suggested in its enclosed Inspection Format in view of your inspection experience are intimated to this Department within a period of two months of the issue of this Office Memorandum i.e. by 22<sup>nd</sup> April, 1993).

(DOPT O.M. No.15/3/92-Dir(C) dated the 22<sup>nd</sup> February, 1993)

**9.3 Sanitary Diary-cum-Inspection Register**

The Managing Committee will arrange to maintain a record of these inspections in the Inspection Register-cum-Sanitary Diary which will contain the following columns :

Date	Inspection carried out by						Signatures of		
	Name	Designation	Address	Tel. No.	Observation Made	Action Taken	M/GM	Hon.Secy	Chairman
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**9.4 Suggestion-cum-Complaint Book**

A Suggestion-cum-Complaint Book in the form of a register, containing the similar columns (as in para 9.2) shall also be maintained and produced for inspection to the inspecting authorities mentioned in para 9.1 at the time of their inspection of the canteen, or as and when required.

**9.5 Sanitary Rules**

Model sanitary rules as issued vide Order No.5/11/72-Dir.(C) dated the 28<sup>th</sup> August, 1972 are reproduced as (Annexure-VIII). It must be made clear to every canteen worker at the time of his joining service and at regular frequent intervals, thereafter that any negligence on the part of a canteen employee, with regard to sanitary conditions, will be responsibility of that employee under the overall responsibility of the Manager/Supervisor concerned against which prompt administrative action shall be taken.

**9.6 Measures to avoid adulteration of food articles**

The quality of important raw materials like Milk, Vanaspati, Cooking Oil etc. used in the Canteens should be clearly displayed at conspicuous places inside the canteen such as :-

MOTHER DAIRY MILK USED  
GROUNDNUT REFINED OIL USED  
MILK NOT FOR SALE  
HYDROGENATED VANASPATI USED

Stern disciplinary action should be taken against any employee of the canteen, found indulging in or doing any act which may lead to the adulteration of food articles and the Manager/Supervisor concerned will be jointly held responsible.

### **9.7 Personal Hygiene and Medical Examination of the Canteen Workers**

The Heads of the Departments/Offices will arrange to have the canteen workers physically examined, 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.

### **9.8 Drill for cleaning crockery/cutlery etc.**

- (1) Collection of used crockery/cutlery from dining tables to a decided spot in the washing room.
- (2) Removal of left over food from the plates into a receptacle/container and passing them on to wash sink No.1.
- (3) Rinsing of crockery/cutlery articles individually under running water in wash sink No.1 and passing them on to wash sink No.2.
- (4) 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.
- (5) 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 tilted top to drain out the excess water.
- (6) 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.
- (7) To be carefully stored in storage racks or to be laid on the shelves for re-service.
- (8) 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, Tubs etc.
- (9) 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.

### **9.9 Licence**

The Managing Committees of the Departmental Canteens/Tiffin Rooms being run in various Ministries/Departments/Offices will obtain the requisite licence from the concerned authorities under the P.F.A Act, 1954 and the Municipal Act applicable to them.

(DOPT O.M. No.2/1-Dir.(C) dated 22.08.1986).



In a Court Case (No.712/04) concerning the Ministry of Defence Departmental Canteen, the Special Metropolitan Magistrate, NDMC, New Delhi has directed the said Canteen to procure 'Health License' from the NDMC so that strict check could be maintained in the Canteen Kitchen and cleanliness be kept in the canteen. The Ministry of Defence has been asked to take appropriate necessary action in the matter.

2. The Office of the Director(Canteens) in the Department of Personnel & Training, Ministry of Personnel, P.G. and Pensions is concerned only with the laying down broad policy guidelines for running such Canteens. However, day-to-day administration of the Canteens are the responsibility of the concerned Ministries/Departments through their Managing Committees set up for this purpose.

3. It may also be stated here that strict hygienic condition are to be maintained while operating these canteens by the administrative Ministries/Departments through their Managing Committees which are headed by the Director/Deputy Secretary(Admn.). Periodic inspections are required to be undertaken by the concerned Ministries/Departments so as to maintain strict hygienic conditions in these canteens. Further, adequate precautions are also required to be taken to ensure hygienic and sanitary conditions in the Government run canteens which are subject to check/inspection by the concerned Ministries/Departments. Also personal hygiene of the canteen employees is to be kept under strict vigil through checking at regular intervals and subjecting them to regular medical check up and desired vaccinations. Detailed instructions in this regard have already been issued by this Department vide O.M. No.3/1/99-Dir.(C) dated 31.03.1999. Further as per the instructions contained in the Green Book (Clause 9.8), it is the responsibility of the Managing Committees to obtain the requisite license from the concerned authorities under the Prevention of Food Adulteration (PFA) Act, 1954 and the Municipal Act applicable to them.

4. The Non-Statutory Departmental Canteens are spread through out the length and breadth of the country and the Local Municipal Laws vary from place to place. Though utmost care, as stated in Para 3 above, is to be taken to maintain highest standards of hygiene and sanitary while running these canteens, yet in the wake of the orders passed by the Hon'ble Special Metropolitan Magistrate, NDMC, New Delhi all the Ministries/Departments are required to take appropriate necessary action to comply with the local Municipal Laws (such as procuring license for running the Canteens, etc.) wherever such laws are applicable to the Canteen.

5. Accordingly, all the Ministries/Departments are requested to take further necessary action, as suggested above, with reference to all Canteens functioning under their administrative control in attached and Subordinate Offices/field formations under intimation to this Department.

(DOPT O.M. No.10/1/2004/Dir.(C) dated 11<sup>th</sup> August, 2004).

## CHAPTER - X

### WELFARE OF THE CANTEEN EMPLOYEES

#### **10.1 Welfare Councils**

Canteen Employees Welfare Councils will be constituted in all the main cities. The Delhi Canteen Employees Welfare Council (DCEWC) will be headed by the Chief Welfare Officer, DOP&T. The Director of Canteens will be its Honorary Secretary. Six Members will be democratically elected, giving representation to all categories of canteen employees as per the distribution of membership given below:-

- |     |   |   |            |
|-----|---|---|------------|
| (1) | Safaiwala/Wash Boys   | - | One Member |
| (2) | Bearers   | - | One Member |
| (3) | Tea/Coffee Makers   | - | One Member |
| (4) | Asstt. Halwai-cum-Cooks/<br>Halwais-cum-Cooks   | - | One Member |
| (5) | Clerks , Asstt. Manager-cum-Store<br>Keeper   | - | One Member |
| (6) | Manager Grade-II,<br>Manager-cum-Accountant,<br>Dy. General Managers, General<br>Managers | - | One Member |

If the names of any of the elected Members out of above six categories of employees by holding a proper election are not intimated to the Chairman of the Council within a period of 60 days from the date of the notice to this effect, the Members against these constituencies will be nominated by the Chairman out of the concerned categories of the employees at his discretion, so as not to delay the formation of the Council. Four to six Members will be nominated by the Chairman as official side Members out of the staff employed in Departments/Offices of that city or the Managerial staff of the local Departmental Canteens. The tenure of the Council will be renewed every three years, unless dissolved or changed earlier by the Chairman. Meetings will be held once in a quarter or earlier if necessary. The main function of this Council will be to attend to all welfare matters in general (other than individual cases) with respect to the employees of the Departmental/Cooperative Canteens and tiffin rooms. Welfare Councils on similar lines will be set up in all the other major cities under the Chairmanship of the Chairman Central Government Employees Welfare Coordination Committees of those cities.

#### **10.2 Grievance machinery (for individual cases)**

Grievance is anything which irritates a worker on a working condition which is not to his liking, which must be taken up and settled immediately. A model grievance settlement procedure is given below, which may be sufficiently made clear to all concerned, provided that the grievance is connected with or arising out of the work of the aggrieved person.

### **10.3 Grievance procedure :**

**Stage I :-** If an employee of a canteen has a grievance, he should take it up with the Manager concerned, as soon as possible. The Manager will settle the grievance normally and satisfy the individual within two working days. (Most of the grievances should be settled at this stage).

**Stage II :-** If reply given by the Manager does not satisfy the aggrieved employee or he does not receive any reply from the Manager, within four working days, he may submit his grievance to the Honorary Secretary of the Managing Committee. The Honorary Secretary will deal with the grievance and reply within another four working days.

**Stage III :-** If the employee still feels that his grievance has not been dealt with satisfactorily, he may place his grievance within four working days before the Chairman, Managing Committee for decision.

**Important Note:** If a canteen employee has submitted a grievance through proper channel, while the grievance will be dealt with by the concerned officers, in the mean time the aggrieved persons must comply with the existing orders and continue to perform his work without any interruption.

### **10.4 Trade Unions/Service Associations**

**10.4.1** Since the employment of the canteen employees is connected with the affairs of the Union, labour laws do not apply to these employees. As such Trade Union activity is not permissible in the Departmental Canteens. The canteen employees may, however, form Service Associations, comprising of the office bearers from within the employees of the Departmental/Cooperative Canteens provided that prior permission to form such Association is granted by the Managing Committee concerned for the local Associations and by the Director of Canteens, DOP&T for the All India or multi-Canteen Associations after going into their bye laws etc.

**10.4.2** (After careful consideration and taking into account all relevant information and factors as furnished by various Departments, it has been decided in consultation with the competent authority that recognition of Associations of Canteen employees either on All India basis or Department-wise may not be warranted. It has also been observed that in some of the Departments, Canteen employees are being represented through Associations formed by other category of 'C' & 'D' Group employees at Departmental level. Separate Associations for Canteen employees are not found to be either practicable or feasible keeping in view the very small strength of these employees in a particular unit of Office/Department. It has, therefore, been decided that there may not be separate Associations exclusively of Canteen employees and they may be represented through Associations formed by other comparable categories of employees.

All Ministries/Departments may accordingly review the existing arrangements so that the Canteen employees get appropriate forum for settlement of their grievances at the Departmental level either through JCM or through the process of consultation with the recognised Associations/Unions. Issues of common interest at the Central level will, however, continue to be discussed in the National Council(JCM) ).

(DOPT O.M. No.27/2/96-Dir(C) dated the 20<sup>th</sup> February, 2003 )

10.4.3 It was decided that the recognition of a separate association for the canteen employees either on All India basis or Department- wise may not be warranted. However, it was decided that the canteen employees should get appropriate forum for settlement of their grievances at the Departmental level either through JCM or through the process of consultations with the recognized Associations/Unions and, therefore, Ministries/Departments were requested vide this Department's O.M., dated 20.2.2003 to review the arrangements and take suitable action so that the canteen employees are represented through comparable categories of the recognised service associations.

(DOPT O.M. No.27/2/96-Dir(C) dated the 13<sup>th</sup> July, 2007 )

#### 10.5 Meals to Canteen Employees

Providing of free meals to the canteen employees during their working hours has been stopped. In case meals are allowed to them, suitable charges may be levied by the Managing Committees.

#### 10.6 Incentive Scheme for adopting Family Welfare Programme

The employees of the Departmental Canteens who undergo sterilization operation under the Family Welfare Programme are eligible for the grant of Special Casual Leave as admissible to the Central Government servants in such cases. Besides such employees are also eligible for the grant of special increment in the form of personal pay equal to the amount of next increment due at the time of grant of the concession and remains fixed during the entire service.

#### 10.7 Membership of Departmental Clubs

The staff employed in the non-statutory Departmental Canteens/Tiffin Rooms in various Ministries/Departments should be encouraged to become the members of Departmental Sports, Recreation Clubs and other Societies like Cooperatives, Credit and Thrift Society, etc. along with the mainstream of the employees in the respective Ministries/Departments subject to the exigencies of work.

(DOPT O.M. No.3/7/2000-Dir(C) dated the 23<sup>rd</sup> January, 2001 )

**10.8 Departmental Examinations - permission to take**

The employees of the Departmental Canteens will be permitted to appear as Departmental Candidates to take the interviews/examinations for recruitment to the posts advertised by any of the Government Departments/Offices, if they otherwise fulfil the qualifications and conditions so specified.

The Departmental candidates are eligible to avail of age concession upto 35 years only in cases where direct recruitment is made to Group 'C' & 'D' posts/services in their own departments. This concession is not admissible to Departmental candidates appearing in the joint examination conducted by the Staff Selection Commission for recruitment to Group 'C' posts in various offices { 3(1)/27/83-Dir.(C) dated 15.09.1983}.

**10.9 Allotment of General Pool Accommodation :**

The date of priority of the employees of the non-statutory Departmental/Cooperative Canteens/Tiffin Rooms shall be reckoned from the date of their appointment in service, for purposes of allotment of accommodation from General Pool.

(Directorate of Estates O.M. No.12035/6/87-Pol.II dated the 13<sup>th</sup> November, 1997 )

No.12035/6/87-Pol.II  
Government of India  
Directorate of Estates

.....

New Delhi, dated 13.11.1997

OFFICE MEMORANDUM

Subject:- Canteen Employee's eligibility for General Pool Residential Accommodation

As per the existing instructions the date of priority of the employees of non-statutory Departmental/Cooperative Canteen/Tiffin Rooms for determining the entitlement of Govt. residential accommodation is taken into account w.e.f. 26.9.1983.

The matter has since been re-considered in the light of the order dated 23.9.1997 passed by the Central Administrative Tribunal, Principal Bench, New Delhi in the O.A. No.2614/96, Canteen Mazdoor Sabha Vs. Union of India and others. It has since been decided that the date of priority of the employees of the non-statutory Departmental/Cooperative Canteens/Tiffin Rooms shall be reckoned from the date of their appointment in service, for purposes of allotment of accommodation from General Pool.

All concerned are requested to take necessary action accordingly and include the names of such canteen employees in the waiting list as per their revised date(s) of priority.

Sd/-

(R.D. Sahay)  
Dy. Director of Estates(P)

To:-

- (i) All Ministries/Departments
- (ii) All Officers and Sections in the Dte. Of Estates

Copy to :-

1. PS to AS(UD)/ JS(UD)/PS to DE-I/DE-II
2. Shri S.T. Rajan, Director(Canteens), Deptt. of Personnel and Training, Lok Nayak Bhavan, New Delhi-3.
3. Canteen Mazdoor Sabha (Regd. No.2542, LP-37-B, Maurya Enclave, Pitam Pura, New Delhi - 110034.

( Mahendra Singh )  
Asstt. Director of Estates

## CHAPTER - XI

### ASSURED CAREER PROGRESSION SCHEME

#### 11.1.1 ASSURED CAREER PROGRESSION SCHEME

In consultation with the Establishment Division of the Department of Personnel and Training, the employees of the non-statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices have been extended the benefits of Assured Career Progression Scheme (ACPS) vide this Department's O.M. No. 3/4/99-Dir(C) dated 25.7.2000 (read with the clarificatory O.M. of ibid number dated 9.5.2001 and 24.9.2001). The hierarchy of the pay scales, that has been applicable to the Canteen staff for placement in the higher pay scales under the ACPS, has also been given in the ibid O.M. dated 25.7.2000.

11.1.2 The Staff Inspection Unit (SIU) under the Ministry of Finance, (Department of Expenditure) undertook a detailed study of the norms for the staffing pattern in the non-statutory Departmental Canteens in Central Government Offices and had submitted its recommendations. These recommendations have been circulated for implementation vide DOPT OM No.13/10/2001-Dir(C) dated 22.12.2004. These recommendations, inter-alia, provide up-graded pay scales and revised designations for certain categories of posts in the non-statutory Departmental Canteens. After implementation of the SIU recommendations w.e.f 22.12.2004, the hierarchy of posts and pay scales attached thereto in the non-statutory Canteens are as under:-

Sl.No	Designation	Pay Scales
1.	General Manager	5500-9000
2.	Deputy General Manager	5000-8000
3.	Manager Grade II	5000-8000
4.	Manager-cum-Accountant	5000-8000
5.	Assistant Manager-cum-Store Keeper	4000-6000
6.	Clerk	3050-4590
7.	Halwai-cum-Cook.	3200-4900
8.	Assistant Halwai-cum-Cook	3050-4590
9.	Tea/Coffee Maker	2610-3540
10.	Bearer	2610-3540
11.	Wash Boy	2550-3200
12.	Safaiwala	2550-3200

11.1.3 Consequent upon revision of pay scales for certain categories of posts in the non-statutory Departmental Canteens, as indicated above, the hierarchy of pay scales that will be applicable to the Canteen staff for placement in the higher pay scales under the ACPS would also undergo a change. Accordingly, it has now been decided that w.e.f. 22.12.2004, the hierarchy of the pay scales that will be applicable to the Canteen staff upon becoming eligible for the grant of 1<sup>st</sup> and 2<sup>nd</sup> Financial up-gradations under the ACPS will be as per the restructured promotional hierarchy and it has been given in the enclosed Annexure. The grant of Financial Up-gradation will be subject to the fulfillment of all promotional norms.

11.1.4 The non-statutory Canteen staff, who will be becoming eligible for grant of Financial Up-gradations under the ACPS w.e.f. 22.12.2004 will be entitled to 1<sup>st</sup> and 2<sup>nd</sup> Financial Up-gradations as per the restructured promotional hierarchy only. Also, entitlement under ACPS in respect of those canteen staff who have already got financial up-gradations as per the earlier hierarchy would also need to be revised w.e.f 22.12.2004 as per the restructured promotional hierarchy given in the Annexure.

11.1.5 All the Ministries/Departments are requested to bring these instructions to the notice of all the concerned establishment functioning under them for appropriate action.

11.1.6 This issues in consultation with the Establishment Division of this Department vide their I.D. No. C-124/06-US(D) dated 7.4.2006 and Ministry of Finance (Department of Expenditure) I.C. U.O. No169/1/2006 -I.C. dated 17.2.2006.

\*\*\*\*\*

Annexure (Deleted)  
[ DOPT O.M. No. 3/4/2005-Dir.(C)(Pt) 10/13<sup>th</sup> April, 2006 ]

## 11.2 Clarification issued

The issue of ACP Scheme has been examined in consultation with Estt. Division of this Department and also in accordance with the Model Recruitment Rules circulated vide this Department's O.M. No.3/2/94-Dir.(C)(Vol.II), dated 14.2.2007. Since there is no requirement of educational qualification "Matriculate" in promotion to the next grade in respect of the following categories of staff working in the canteens, it has been decided that the following categories of staff will be given pay scale for the posts for which they are eligible for promotion to the next grade in the standard hierarchy (Annexure) :-

- (i) Safai Karamchari
- (ii) Wash Boy (Dish Cleaner)
- (iii) Bearer
- (iv) Tea/Coffee Maker

The standard pay scales available to the staff of non-statutory departmental canteens/tiffin rooms functioning in Central Government Offices were mentioned in the annexure in the O.M. dated 10/13<sup>th</sup> April, 2006, the pay scales to be granted to the canteen staff on their placement in next higher scale of pay on implementation of ACP Scheme, as per standard hierarchy, as mentioned in the annexure attached with this O.M., will be admissible.

The Min./Deptts. are requested to implement the ACP Scheme afresh for the canteen employees holding above categories of posts. Recoveries if made earlier while implementing the ACP Scheme, may be adjusted in future as per procedure.



**ANNEXURE**

**STANDARD PAY SCALES AVAILABLE TO THE STAFF OF NON-  
STATUTORY REFRESHMENT CANTEENS/TIFFIN ROOMS  
LOCATED IN CENTRAL GOVERNMENT OFFICES.**

<b>S.NO.</b>	<b>Designation</b>	<b>Pay Scale Rs.</b>	<b>Ist ACP Scale Rs</b>	<b>2<sup>nd</sup> ACP Scale</b>
1.	Safaiwala	2550-3200	2610-3540	3050-4590
2.	Wash Boy	2550-3200	2610-3540	3050-4590
3.	Bearer	2610-3540	3050-4590	3200-4900
4.	Tea/Coffee Maker	2610-3540	3050-4590	3200-4900
5.	Asstt. Halwai-cum-Cook	3050-4590	3200-4900	4000-6000
6.	Clerk	3050-4590	4000-6000	5000-8000
7.	Halwai-cum-Cook	3200-4900	4000-6000	5000-8000
8.	Asstt manager-cum- Store-keeper	4000-6000	5000-8000	5500-9000
9.	Manager-cum- Accountant	5000-8000	5500-9000	*
10.	Manager Grade II	5000-8000	5500-9000	*
11.	Deputy General Manager	5000-8000	5500-9000	*
12.	General Manager	5500-9000		*

(DOPT O.M. No.3/4/2005-Dir.(C) dated the 14<sup>th</sup> January, 2008 )

## CHAPTER - XII

### POLICY GUIDELINES – DELEGATION OF POWERS

(DOPT O.M. No.15/4/2007-Dir.(C) dated the 30<sup>th</sup> October, 2007 )

Deleted

#### 12. DELEGATION OF POWERS

In order to avoid undue delay in the settlement of cases in future, it was decided vide DOP&T O.M. No.15/4/2007-Dir.(C) dated 30<sup>th</sup> October, 2007 that reference in the matter of giving concurrence in respect of the following subjects/items is not required :-

- (i) Implementation of the policy relating to Non-Statutory Departmental Canteens functioning in Central Government Offices.
- (ii) Opening/Closing/Upgradation/Downgradation of Canteens/Tiffin Rooms.
- (iii) ACP Scheme to canteen employees.
- (iv) Court Cases on the subject.

2. The matter has since been reviewed. It appeared that the delegation of power in respect of item No. (i) Policy relating to Non-Statutory Departmental Canteens functioning in Central Government Offices has created an apprehension that references on this item is also not required to be made to DOPT. It is hereby clarified that the power has not been delegated on this item and it shall stand deleted from the aforesaid O.M.. It is, once again, stated that the policy relating to Non-Statutory Departmental Canteens will remain with DOPT. The other items i.e. (ii), (iii) & (iv) will be renumbered as (i), (ii) & (iii).

(DOPT O.M. No.15/4/2007-Dir.(C) dated the 12<sup>th</sup> December, 2007 )

## **CHAPTER - XIII**

### **POWERS OF CANTEEN MANAGERS**

#### **13.1 POWERS OF CANTEEN MANAGERS**

The question of extending certain powers to Canteen Managers as referred to in Para 55.25 of the Fifth Central Pay Commission's recommendations relating to Canteen Staff has been under examination in this Department. Therefore, keeping in view the fact that the Canteen Manager plays a vital role in the Management and supervisory functions in the day-to-day running of the Canteen, it has now been decided to vest the Canteen Manager with the following responsibilities :-

- (i) To initiate ACR/Probation Reports etc. in respect of all employees working in the Canteens as and when due; and
- (ii) In cases of minor indiscipline to issue non-recordable warning in respect of all employees working in the Canteens.

While issuing warnings etc. as above, the procedure laid down/instructions contained in the Department of Personnel & Administrative Reforms O.M. No.21011/1/81-Estt.(A) dated 5.6.1981 should be kept in view.

(DOPT O.M. No.3/3/2000-Dir(C) dated the 19<sup>th</sup> July, 2001 )

#### **13.2 Monthly Accounts**

It will be responsibility of the Manager concerned to complete and submit all accounts progressively prepared as on the last day of every month, within seven working days of the following month, after internal audit, to the Honorary Secretary for putting up to the Managing Committee.

## CHAPTER - XIV

### ANNUAL CONFIDENTIAL REPORTS

#### 14. ANNUAL CONFIDENTIAL REPORTS

After 1<sup>st</sup> October, 1991, the Canteen staff, having become Government employees, come under the purview of various CCS Rules.

Consequent to the lifting of ban on filling up of vacancies in the Canteens, it is expected that various Departments/Offices would need to take up cases for promotion of their employees working in their Canteens. In this context it has been decided that there should be a system of periodical assessment of the performance of the employees for which Reporting System has to be devised. Accordingly, Forms for rendering Annual Confidential Reports on all categories of Canteen staff (except Group 'D' staff) have been drawn and are enclosed (Annexure-IX). Suitable instructions may be issued by all Departments/Ministries to all concerned including their attached and subordinate offices.

(DOPT O.M. No. 3/1/98-Dir(C) dated the 1<sup>st</sup> February, 2001)

\*\*\*\*\*

## CHAPTER - XV

### SCHOLARSHIP SCHEME

#### **15.1 Scholarship for children of Canteen staff**

It has been decided to institute a 'Scholarship Scheme' out of the funds available in the Discretionary Fund of Director of Canteens, as an incentive, for the children of employees serving in the non-statutory Canteens/Tiffin Rooms functioning in the Central Government offices/Establishments in accordance with the guidelines given by the Department of Personnel and Training.

15.2 The Scheme has been introduced to encourage higher studies by those children whose past performance had been meritorious. Minimum standards have been prescribed for consideration of applications for the award of scholarships. The Scholarships will be available for pursuing studies in the standard IX, X, XI & XII at School level or equivalents like Matriculation and Intermediate/PUC at pre-college level and Under-Graduate and Post-Graduate level in all established streams of academic/technical studies. The details of Scholarships being instituted and the conditions which will apply are given in the succeeding paragraphs.

#### **15.3 Scholarships**

The category-wise details of the Scholarships are as below :-

Sl. No	Name of Scholarship/Class of Studies	No. of Scholarships	Amount of each Scholarship
i.	Class IX, X or Matriculation	Eight Scholarships (four per class)	Rs.600/- per annum
ii	Class XI, XII or Intermediate or PUC (for Science Stream)	Four Scholarships (Two per class)	Rs.600/- per annum
iii	Class XI, XII or Intermediate or PUC (for Non-Science Stream)	Four Scholarships (Two per class)	Rs.600/- per annum
iv.	Under Graduate Studies of three years' duration (for Science Stream)	Three Scholarship (One per class)	Rs.800/- per annum
v.	Under Graduate studies of three years' duration (for Non-Science Stream)	Three Scholarship per class (One per class)	Rs.800/- per annum
vi.	Post Graduate Studies of two years' duration (for Science Stream)	Two Scholarship (One per class)	Rs.1000/- per annum

vii.	Post Graduate studies of two years' duration (for Non-Science Stream)	Two Scholarship (One per class)	Rs.1000/- per annum
viii.	ITI Course/Diploma Courses in Engineering/Architecture	One	Rs.800/- per annum
ix.	Technical Degrees/BE/B.Tech./MBBS/Medical Courses/Financial Courses	One	Rs.2000/- per annum

15.4 Awards will be given on yearly basis and every aspirant will have to meet the prescribed norms in regard to the percentage of marks in the previous year of study for being considered for grant of fresh award during the course of his/her studies. The awards will be given strictly in accordance with the principle of the highest one or next highest one (if there are more than one Scholarship) getting the Scholarship.

**Conditions :**

- (a) Candidates seeking awards of Scholarship should have obtained a minimum of 60% marks in the aggregate in the previous year of examination.
- (b) Children belonging to SC/ST categories and Handicapped children would be given a relaxation of 10% marks in the minimum standard. 25% of the awards for school level and under graduate level studies (Serial No. (i) to (v) of para 15.2.1) will be earmarked for such candidates. However, being an award Scheme there will be no strict application of general orders relating to SC/ST/Physically Handicapped. In the event of the earmarked awards remaining unutilized due to non-satisfaction of the minimum prescribed norms, the award will be transferred to the general category.
- (c) Notwithstanding the prescribed minimum percentage the award will be given to those securing the highest marks. Only aggregate marks will be taken into account. However, every applicant should have obtained the minimum pass marks in all subjects.
- (d) Children of only those Canteen employees who are working in Central Govt. Offices/Establishments and who have been declared as Central Govt. Employees will be eligible to apply.
- (e) The Canteen Employees from the Departments of Telecommunication, Posts etc. which are already having separate Scholarship Schemes are to certify that their children are not already in receipt of Scholarship under the Schemes of their Departments.

15.5 The Scheme will commence from the academic year 1999-2000 by considering the performance of the candidates in 1998-99. In case the studies were discontinued in the previous year(s) i.e., prior to academic year 1998-99 but an applicant otherwise becomes eligible for consideration, detailed justification for break in the studies during the preceding year(s) will have to be submitted. All applications will be submitted in the appended format only (Annexure-X). Applications will have to be accompanied by the attested true copies of the Mark-sheets given by the recognized institution such as School,

Central/State Boards of Education/Universities. Original certificates will be submitted, if called for, for verification.

**15.6** The last date for receipt of applications in the office of Director(Canteens) will be 31<sup>st</sup> October, during the year 1999 and all subsequent years. It is expected that awards will be finalized by the month of January of the following year. In no case any application received after the prescribed date will be entertained.

**15.7** Application will be forwarded to the office of the Director(Canteens) DOPT, Lok Nayak Bhawan, 3<sup>rd</sup> Floor, Room No.321, New Delhi- 110 003 through concerned Head of Organisation who in turn will get the same routed through the Head of the Department in the controlling Ministry/Department.

**15.8** The awards of Scholarships will be decided by a duly designated Committee, as may be appointed from time to time. The decision taken by the Committee will be final and no representation in the matter will be entertained after awards are finalized.

**15.9** It is requested that wide publicity of this award scheme may given amongst all concerned.

{ DOPT O.M. No.20/1/88-Dir(C) dated the 3<sup>rd</sup> December, 1998 }

\*\*\*\*\*

## CHAPTER - XVI

### ACCOUNTS & AUDIT AND PROCEDURES FOR INVENTORY CONTROL

#### 16.1 Annual Accounts

Annual accounts comprising of Income & Expenditure, Trading Account, Profit & Loss Account, Balance-sheet etc. must be prepared immediately on the close of the Financial year. These accounts after having been internally audited, should be submitted to the Managing Committee of the Departmental Canteen with copies to the Director of Canteens, DOP&T, New Delhi amongst others, within one month of the close of every Financial year.

#### 16.2 Monthly Accounts

It will be responsibility of the Manager concerned to complete and submit all accounts progressively prepared as on the last day of every month, within seven working days of the following month, after internal audit, to the Honorary Secretary for putting up to the Managing Committee.

#### 16.3 Account Books and Records

The undermentioned books and records are required to be maintained by the Departmental/Cooperative Canteens :-

- (1) Cash Book
- (2) Ledger
- (3) Stock Register (for expendable items, coupon books, crockery, empty container etc.
- (4) Dead Stock Register
- (5) Preparation Register (to show eatables produced)
- (6) Sales Register (Work-sheet)
- (7) Coupon Sales Register
- (8) Salary Register
- (9) Attendance Register
- (10) Bill Register (for sales on credit)
- (11) Kitchen Register (if a number of canteens is grouped together for kitchen functions)
- (12) Journal (if number of daily transactions of credit sales and credit purchases exceeds five)
- (13) Annual Accounts (as explained in para 9.1)

#### NOTE :

- (a) *The monthly accounts should comprise of trial balance, trading account and profit and loss account. The monthly profit and loss account may be*



*drawn without taking into consideration the adjustments such as depreciation on assets purchased from canteen fund, prepaid expenses, outstanding expenses, interest etc. This would reveal the trend of profit or loss incurred from time to time.*

- (b) *The list of Books/Registers given as above is illustrative and not exhaustive and more subsidiary Books/Registers could be maintained by the canteens, if need be, for efficient functioning. The formats can be decided locally and got approved by the Managing Committee.*

**{DOPT's O.M. No.3/10/90-Dir.(C) dated 24<sup>th</sup> November, 1999 }**

It will be the overall responsibility of the Manager concerned to maintain all books etc. posted up-to-date and to submit the annual accounts within one month of the close of financial year and the monthly accounts within seven working days of the close of a month.

#### **16.4 Audit of Accounts**

The audit of the Accounts of Canteens/Tiffin Rooms would be carried out by the Departmentalised Accounts Organisation of the concerned Ministries/Departments/Offices. In conducting the Audit the following points would be kept in view.

(i) **Scope of Audit :**

The audit would be carried-out on the basis of the following documents :

- (a) Administrative Instructions contained in this hand-book and also instructions, if any, issued by the Deptt. of Pers. & Trg. (Director of Canteens), New Delhi from time to time.
- (b) Other instructions/orders issued by the Agency of the Director of Canteens from time to time.

(ii) **Periodicity of Audit :**

The time schedule of audit prescribed is as under :

- (a) Type 'D' canteens and Type 'A' & 'B' Tiffin rooms – once in 2 years
- (b) Other types of Canteens – once a year

However, the departmental accounts organizations may carry out the audit earlier than the prescribed schedule, if considered necessary.

(iii) **Quantum of Audit** : One month's transactions shall be checked in details and general scrutiny including checking of casting may be exercised in the remaining months.

(iv) **Form for conduct of Audit** : While conducting audit, the audit team will complete the form (Annexure-XI) for collecting organizational, functional and other data. If necessary the audit team may add more columns to this form. Departmentalised Accounts Organisation while forwarding the report to the Chairman of the canteen/tiffin room need also endorse a copy of the report to the Agency of the Director of Canteens. The Chairman of the canteen/tiffin room while furnishing compliance report to the Accounts Organisations should send a copy of such compliance report to the Director of Canteens.

(DOP&T O.M. No.23/3/83-Dir.(C) dt. 31.1.1985 and O.M. dt. the 10<sup>th</sup> June, 1988)

#### 16.5 **Statutory Audit**

(a) It has been decided in consultation with Ministry of Finance and the Comptroller and Auditor General of India, that no statutory audit is required to be carried out with respect to the Departmental Canteens/Tiffin Rooms.

(b) With a view to ensure that Managing Committees follow the prescribed instructions and procedures issued by the Department of Personnel and Training on sanitation/cleanliness, fire-safety measures, maintenance of proper accounts books and observe provisions of the Food Adulteration Act on overall inspection and advisory audit of the Departmental/Cooperative canteens/tiffin rooms, in and outside Delhi, will be undertaken by the Centralised Agency on canteens set up under the Director of Canteens, DOP&T at regular intervals. The copies of these inspection reports will be sent to the following for follow up immediate action :-

- (i) The Controlling Ministry/Department
- (ii) Head of the Department/Office concerned;
- (iii) The Chairman/Honorary Secretary of the Managing Committee.

#### 16.6 **Retention period for Records of the Canteen**

The following periods for retention of the records of the canteens have been prescribed in consultation with the National Archives of India:-

- |     |                      |   |          |
|-----|----------------------|---|----------|
| (a) | Cash Book            | : | 10 Years |
| (b) | Block Register       | : | 10 Years |
| (c) | Dead Stock Register  | : | 10 Years |
| (d) | Preparation Register | : | 5 Years  |
| (e) | Attendance Register  | : | 1 Year   |
| (f) | Salary Register      | : | 35 Years |

- (g) Purchase vouchers : 1 Year from completion of audit  
(h) Others : 3 Years or 1 Year after completion of audit which-ever is later

**16.7 Depreciation of items purchased out of canteen funds – Rates of**

The annual rates of depreciation will not be allowed to exceed the under mentioned limits :-

Furniture	10% p.a.
Equipment	20% p.a.
Crockery	33% p.a.

**16.8 Condemnation and Disposal procedure**

After applying reasonable rate of depreciation within prescribed limits (para 16.7) the unserviceable non-expendable equipment, furniture, crockery etc. will be placed before an independent Board, once in every quarter. If the articles placed before the Board are categorized as “Beyond Economical Repairs” (BER), these articles will be disposed off through local auction. The money received will be credited to the canteen funds. Book balance will be adjusted accordingly.

**16.9 Responsibility for losses**

Each member of the Committee shall assume full responsibility for efficient running of the canteen and to endeavour and strive for avoidance of losses as far as possible, as per the duties allocated to him by the Committee, but no member will be held personally liable for overall working losses to the canteen, unless and otherwise proved that a particular person of the Managing Committee or a canteen employee has failed to vouch and account for any of the canteen property, the responsibility of which was entrusted to him. Stern disciplinary action should be taken in such cases. The Managing Committee as a whole has to take the responsibility for the general working losses incurred in the normal course of canteen functions.

**16.10 Regularisation of losses, due to theft, fraud or neglect**

Value of loss	Whether independent enquiry necessary	Authority empowered to write off
Upto Rs.500	At the discretion of the Chairman, Managing Committee	The Chairman, Managing Committee in consultation with I.F.A.
Upto Rs.5000	At the discretion of the Head of the Department office	Head of the Department office in consultation with I.F.A.
Over Rs.5000	Yes	Government of India the controlling Ministry/Department and the Ministry of Finance

#### **16.11 Profits utilization of**

Departmental canteens in some of the Departments/Offices which are open to outside public, like those of DGS&D, Hospitals, Offices of Income Tax, Revenue etc. with the enormity of sales, are able to make huge profits. The surplus net profits of these canteens will be utilized equally for the undermentioned three purposes :-

- (a) As the Canteens have to run at no profit-no.loss, one third of the amount of net surplus profits may be used to further reduce the sale prices of eatables to the extent feasible.
- (b) As the success of a canteen directly depends upon the hard labour put in by the low paid employees of the canteen, the second one-third amount may be distributed proportionately among all the employees of the profit making canteen.
- (c) In order not to create a feeling of disparity among the fellow employees of the other canteens, the remaining once-third amount may be remitted to the Director of Canteens' Fund, DP&T (para 1.16) for welfare of the canteen employees in general.

#### **16.12 PROCEDURE FOR INVENTORY CONTROL IN CANTEENS**

Another issue which has been engaging the attention of this Department for some time is the deviation from the procedure established for issue and receipt of stores in the Canteen/Tiffin Room. This ultimately results in wastages, losses and pilferages. In order, therefore, to keep proper check and control in the matter it is impressed upon all the Canteens/Tiffin Rooms to follow the undermentioned procedure :-

- (a) **Receipt of Stores** : All materials received shall be examined, counted, measured, or weighed as the case may be, when delivery is taken, and they should be taken on charge by a responsible person who shall see that the quantities are correct, their quality is good and they are according to approved specification (where prescribed) and a certificate recorded to that effect. The person receiving the stores shall also be required to give a certificate that he has actually received the material and record them in the appropriate Stock Register. For Inventory Control and Physical verification of the stores, the provisions contained in General Financial Rules, as applicable to Government Offices, may be followed in principle.
- (b) **Issue of Stores** : When materials are issued from stock for use, manufacture, sales etc., the Store-Keeper or any other person working as Store-Keeper shall see that an Indent in the prescribed form (may be prescribed by the Managing Committee as per the requirement/needs) has been made by a duly authorised person, and examine it carefully with reference to the orders or instructions for the issue of Stores and release the Stores.

In view of the emphasis given to maintaining Accounts Reports properly and controlling Inventory/Stock an attempt has been made to illustrate, through the Annexures to this O.M., as to how data pertaining to a day's transactions (assumed here) of a Canteen will get reflected in the different Books and Registers. It is expected that the illustration given herein will adequately reflect the step by step actions to be taken by the Accountants/Store-Keepers/Managers etc. It is requested that the Forms/Formats(Annexure-XII) as used in the illustration may be adopted for casting of the Canteens/Tiffin Rooms Accounts from the financial year 2000-2001. It is also requested the illustrations may be gone through in detail so that no difficulty is experienced in compliance.

The above instructions may be strictly followed by all concerned.

This issues with the concurrence of Controller of Accounts, Ministry of Personnel, Public Grievances and Pensions and Controller of Accounts, Ministry of Finance, Department of Expenditure.

{DOPT's O.M. No.3/10/90-Dir.( C) dated 24<sup>th</sup> November, 1999 }

**ANNEXURE - I**  
**( Para 5.1.2(i) )**

**ANNEXURES TO DOPT O.M. NO.13/10/2001-Dir.(C) dated 22.12.2004**

**Annexure A (i)**

**NORMS FOR TIFFIN ROOM 'B' TYPE**

Revised Range: 25-49 employees

S.No.	Name of Post	Scale of Pay	Revised Norms
1	Tea/Coffee Maker	2610-3540	1
2	Wash Boy	2550-3200	1
	Total		2

**Annexure A (ii)**

**NORMS FOR TIFFIN ROOM 'A' TYPE**

Revised Range: 50-99 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	Clerk	3050-4590	-*
2	Tea/Coffee Maker	2610-3540	1
3	Bearer	2610-3540	1
4	Wash Boy	2550-3200	1
	Total		3

\* Note: One Bearer may be provided instead of Counter Clerk/Sales Man. The work relating to Counter Clerk/Salesman can be looked after by Tea/Coffee Maker. As there is a very nominal collection, the record can be maintained by the concerned Section dealing with the Canteen matters.

**Annexure A (iii)**

**NORMS FOR 'D' TYPE CANTEEN**

Revised Range: 100-500 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	Manager -cum-Accountant	5000-8000	1
2	Clerk	3050-4590	1
3	Halwai -cum-Cook	3200-4900	1
4	Tea/Coffee Maker	2610-3540	1
5	Bearer	2610-3540	2

6	Wash Boy	2550-3200	1
7	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		7

**Note:**

1. 'D' type Canteens should provide for lunch facility.

**Annexure A (iv)**

**NORMS FOR 'C' TYPE CANTEEN**

Revised Range:

501-1000 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	Manager Gr. II	5000-8000	1
2	Asstt. Manager –cum-Store Keeper	4000-6000	1
3	Clerk	3050-4590	2
4	Halwai-cum-Cook	3200-4900	1
5	Asstt. Halwai –cum-Cook	3050-4590	1
6	Tea/Coffee Maker	2610-3540	1
7	Bearer	2610-3540	4
8	Wash Boy	2550-3200	2
9	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		13

**Annexure A (v)**

**NORMS FOR 'B' TYPE CANTEEN**

Revised Range:

1001-1500 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	Manager Gr. II	5000-8000	1
2	Asstt. Manager –cum-Store Keeper	4000-6000	1
3	Clerk	3050-4590	2
4	Halwai-cum-Cook	3200-4900	2
5	Asstt. Halwai –cum-Cook	3050-4590	1
6	Tea/Coffee Maker	2610-3540	1
7	Bearer	2610-3540	5
8	Wash Boy	2550-3200	2
9	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		15

Annexure A (vi)

NORMS FOR 'A' TYPE CANTEEN

Revised Range:

1501-2000 employees \*

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	Manager Gr. II	5000-8000	1
2	Asstt. Manager -cum-Store Keeper	4000-6000	1
3	Clerk	3050-4590	3
4	Halwai-cum-Cook	3200-4900	2
5	Asstt. Halwai -cum-Cook	3050-4590	2
6	Tea/Coffee Maker	2610-3540	1
7	Bearer	2610-3540	7
8	Wash Boy	2550-3200	3
9	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		20

Annexure A (vii)

NORMS FOR '2A' TYPE CANTEEN

Revised Range:

2001-2500 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Manager-cum-Accountant	5000-8000	1
3	Asstt. Manager-cum-Store Keeper	4000-6000	1
4	Clerk	3050-4590	3
5	Halwai -cum-Cook	3200-4900	2
6	Asstt. Halwai -cum-Cook	3050-4590	2
7	Tea/Coffee Maker	2610-3540	2
8	Bearer	2610-3540	8
9	Wash Boy	2550-3200	3
10	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		23



Annexure A (viii)

NORMS FOR '3A' TYPE CANTEEN

Revised Range:

2501-3000 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Deputy General Manager	5000-8000	1
3	Manager-cum-Accountant	5000-8000	1
4	Asstt. Manager-cum-Store Keeper	4000-6000	1
5	Clerk	3050-4590	4
6	Halwai -cum-Cook	3200-4900	2
7	Asstt. Halwai -cum-Cook	3050-4590	3
8	Tea/Coffee Maker	2610-3540	2
9	Bearer	2610-3540	10
10	Wash Boy	2550-3200	4
11	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		29

Annexure A (ix)

NORMS FOR '4A' TYPE CANTEEN

Revised Range:

3001-3500 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Deputy General Manager	5000-8000	1
3	Manager-cum-Accountant	5000-8000	1
4	Asstt. Manager-cum-Store Keeper	4000-6000	1
5	Clerk	3050-4590	5
6	Halwai -cum-Cook	3200-4900	3
7	Asstt. Halwai -cum-Cook	3050-4590	3
8	Tea/Coffee Maker	2610-3540	3
9	Bearer	2610-3540	12
10	Wash Boy	2550-3200	5
11	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		35

**Annexure A (x)**

**NORMS FOR '5A' TYPE CANTEEN**

Revised Range:

3501-4000 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Deputy General Manager	5000-8000	1
3	Manager-cum-Accountant	5000-8000	1
4	Asstt. Manager-cum-Store Keeper	4000-6000	1
5	Clerk	3050-4590	5
6	Halwai -cum-Cook	3200-4900	3
7	Asstt. Halwai -cum-Cook	3050-4590	4
8	Tea/Coffee Maker	2610-3540	3
9	Bearer	2610-3540	13
10	Wash Boy	2550-3200	5
11	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		37

**Annexure A (xi)**

**NORMS FOR '6A' TYPE CANTEEN**

Revised Range:

4001-4500 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Deputy General Manager	5000-8000	1
3	Manager-cum-Accountant	5000-8000	1
4	Asstt. Manager-cum-Store Keeper	4000-6000	1
5	Clerk	3050-4590	6
6	Halwai -cum-Cook	3200-4900	4
7	Asstt. Halwai -cum-Cook	3050-4590	4
8	Tea/Coffee Maker	2610-3540	3
9	Bearer	2610-3540	15
10	Wash Boy	2550-3200	6
11	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		42

Annexure A (xii)

NORMS FOR '7A' TYPE CANTEEN

Revised Range:

4501-5000 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Deputy General Manager	5000-8000	1
3	Manager-cum-Accountant	5000-8000	1
4	Asstt. Manager-cum-Store Keeper	4000-6000	1
5	Clerk	3050-4590	7
6	Halwai -cum-Cook	3200-4900	4
7	Asstt. Halwai -cum-Cook	3050-4590	5
8	Tea/Coffee Maker	2610-3540	3
9	Bearer	2610-3540	17
10	Wash Boy	2550-3200	6
11	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		46

Annexure A (xiii)

NORMS FOR '8A' TYPE CANTEEN

Revised Range:

5001-5500 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Deputy General Manager	5000-8000	1
3	Manager-cum-Accountant	5000-8000	1
4	Asstt. Manager-cum-Store Keeper	4000-6000	1
5	Clerk	3050-4590	7
6	Halwai -cum-Cook	3200-4900	5
7	Asstt. Halwai -cum-Cook	3050-4590	5
8	Tea/Coffee Maker	2610-3540	3
9	Bearer	2610-3540	18
10	Wash Boy	2550-3200	7
11	Safaiwala	2550-3200	Services to be outsourced in the long run

Total	49
-------	----

Annexure A (xiv)

NORMS FOR '9A' TYPE CANTEEN

Revised Range:

5501-6000 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Deputy General Manager	5000-8000	1
3	Manager-cum-Accountant	5000-8000	1
4	Asstt. Manager-cum-Store Keeper	4000-6000	1
5	Clerk	3050-4590	8
6	Halwai -cum-Cook	3200-4900	5
7	Asstt. Halwai -cum-Cook	3050-4590	6
8	Tea/Coffee Maker	2610-3540	3
9	Bearer	2610-3540	20
10	Wash Boy	2550-3200	8
11	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		54

Annexure A (xv)

NORMS FOR '10A' TYPE CANTEEN

Revised Range:

6001-6500 employees

S.No.	Revised Designation	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Deputy General Manager	5000-8000	1
3	Manager-cum-Accountant	5000-8000	1
4	Asstt. Manager-cum-Store Keeper	4000-6000	1
5	Clerk	3050-4590	9
6	Halwai -cum-Cook	3200-4900	6
7	Asstt. Halwai -cum-Cook	3050-4590	6
8	Tea/Coffee Maker	2610-3540	4
9	Bearer	2610-3540	21
10	Wash Boy	2550-3200	8
11	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		58

ANNEXURE-II  
(Para 5.2)

**Departmental Canteen Employees (Recruitment and  
Conditions of Service) Rules, 1980**

**NOTIFICATION**

**G.S.R. 866(E)** In exercise of the powers conferred by the proviso to Article 309 of the Constitution, President hereby repeals the Departmental Canteen Employees (Recruitment and Conditions of Service) Rules, 1980 on and from the first day of October, 1991.

[ F.No.3/1/93-Dir.(C) ]

Date: 15.12.1994

Sd/-

(Sarita Prasad )  
Joint Secretary to the Govt. of India

**EXPLANATORY MEMORANDUM**

In pursuance of the orders of the Hon'ble Supreme Court dated the 11<sup>th</sup> October, 1991 in Writ Petition Nos.6189 to 7044 and 8246 to 8255 of 1983 in the case of C.K. Jha and others Vs. Union of India, Central Government declared the departmental canteen employees as Central Government employees with effect from 1<sup>st</sup> October, 1991. In view of this, the Departmental Canteen Employees (Recruitment and Conditions of Service) Rules, 1980 have become inoperative. Since then, the departmental canteen employees have been governed under the relevant rules and regulations applicable to holders of civil posts under the Central Government and are being given the service benefits as applicable to other Central Government employees of comparable status. For removal of any doubt about the applicability of the relevant rules and in view of the above circumstances, it has been decided to repeal the Departmental Canteen Employees (Recruitment and Conditions of Service) Rules, 1980 with retrospective effect i.e. on and from the first day of October, 1991. It is certified that none will be adversely affected by the reason of giving retrospective effect to the repeal of the aforesaid rules.

ANNEXURE-III

(Para 5.3)

GOVERNMENT OF INDIA/BHARAT SARKAR  
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA  
(DEPTT. OF PERSONNEL & ADMINISTRATIVE REFORMS)

.....

New Delhi, the 11<sup>th</sup> December, 1979

NOTIFICATION

No.6(2)/23/77-Welfare. It is hereby notified for the information of all concerned that the Government of India have taken a decision to treat, with effect from the 1<sup>st</sup> day of October, 1979, all posts in the canteens and tiffin rooms run departmentally by the Government of India as posts in connection with the affairs of the Union. Accordingly present and future incumbents of such posts would qualify as holders of civil posts under the Central Government. Necessary rules governing their conditions of service will be framed under proviso to article 309 of the Constitution to have retrospective effect from 1<sup>st</sup> day of October, 1979.

Sd/-  
(T.V. RANGARAJAN)  
Joint Secretary

No.6(2)/23/79-Welfare dated the 11<sup>th</sup> December, 1979

Copy forwarded for information and necessary action to :

1. All Ministries/Departments of the Govt. of India (As per standard list), Cabinet Secretariat, Lok Sabha Secretariat, Rajya Sabha Secretariat, Union Public Service Commission, Comptroller and Auditor General of India, Controller General of Defence Accounts, New Delhi.
2. Managing Committees of all Canteens Tiffin Rooms run departmentally in Central Govt. Offices (as per attached list).

Sd/-  
Under Secretary to the Govt. of India

No.3/6/07-Dir(C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

\*\*\*\*\*

Room No.361 , 3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
New Delhi, dated the 15<sup>th</sup> October, 2008

**OFFICE MEMORANDUM**

**Subject:- Revised Pay and Allowances of Non-Statutory Departmental Canteen employees consequent upon the recommendations of the Sixth Central Pay Commission.**

The undersigned is directed to state that the Government's decision, on the recommendations of Sixth Central Pay Commission relating to Canteen staff in Para 3.8.7 of its report, contained in Part-A of First schedule to the CCS (RP) Rules,2008, notified, vide Ministry of Finance, Department of Expenditure Notification No GSR 662(E) dated the 29<sup>th</sup> August, 2008 has been considered in consultation with Ministry of Finance (Department of Expenditure) and it has been decided to grant the following revised scales of pay to the common category of Non-statutory Departmental Canteen employees/staff in various offices under the Ministries/Department of the Government of India: -

**(A)(i) Group 'D' Posts :-**

All existing Group 'D' Canteen Employees are to be placed in PB-1 with Grade Pay of Rs.1800/- (except those Group 'D' Canteen Employees who do not possess the minimum educational qualifications) as under :-

Sl. No.	Name of Post	Pre-revised scale of pay	Name of Pay Bands	Corresponding Pay Bands	Corresponding Grade Pay
(1)	(2)	(3)	(4)	(5)	(6)
1.	Safaiwala	Rs.2550-3200	PB-1	Rs. 5200-20,200	Rs. 1800
2.	Wash Boy	Rs.2550-3200	PB-1	Rs. 5200-20,200	Rs. 1800
3.	Bearer	Rs.2610-3540	PB-1	Rs. 5200-20,200	Rs. 1800
4.	Tea/Coffee Maker	Rs.2610-3540	PB-1	Rs. 5200-20,200	Rs. 1800

**(A)(ii) Group 'D' Posts :-**

Group 'D' Canteen Employees who do not possess educational qualifications are to be placed first in - IS Pay Band as under :-

(1)	(2)	(3)	(4)	(5)	(6)
1.	Safaiwala	Rs.2550-3200	-IS	Rs. 4440-7440	Rs. 1300
2.	Wash Boy	Rs.2550-3200	-IS	Rs.4440-7440	Rs. 1300
3.	Bearer	Rs.2610-3540	-IS	Rs.4440-7440	Rs. 1400
4.	Tea/Coffee Maker	Rs.2610-3540	-IS	Rs. 4440-7440	Rs. 1400

Such Group 'D' Employees are to be suitably re-trained and made multi-skilled and thereafter placed in PB-1 as soon as possible but not later than six months from the date of notification.

(B) Group 'C' posts - The following pay structure will be applicable :-

(1)	(2)	(3)	(4)	(5)	(6)
1.	Assistant Halwai-cum-Cook	Rs.3050-4590	PB-1	Rs. 5200-20200	1900
2.	Clerk	Rs.3050-4590	PB-1	Rs. 5200-20200	1900
3.	Halwai-cum-Cook	Rs.3200-4900	PB-1	Rs.5200-20200	2000
4.	Assistant Manager-cum Storekeeper	Rs.4000-6000	PB-1	Rs.5200-20200	2400
5	Manager-cum-Accountant	Rs.5000-8000	PB-2	Rs. 9300-34800	4200
6	Manager Grade-II	Rs.5000-8000	PB-2	Rs.9300-34800	4200
7	Dy.General Manager	Rs.5000-8000	PB-2	Rs.9300-34800	4200
8	General Manager	Rs.5500-9000	PB-2	Rs.9300-34800	4200

2. The drawal of pay in the revised scales, option, fixation of initial pay, date of next increment etc. will be settled in accordance with CCS (RP) Rules, 2008, issued by the Ministry of Finance.

3. These orders will be applicable w.e.f. 1<sup>st</sup> January, 2006.

4. This issues with the concurrence of Ministry of Finance, (Department of Expenditure) (Implementation Cell) U.O. No.4.2/26/2008 IC dated 13.10.2008.

*Lal Singh*

(Lal Singh)

Director (Canteens)

Tele. 24624893

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.
3. Ministry of Finance, Department of Expenditure (Implementation Cell) with reference to their U.O. referred to above.
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. Controller General of Defence Accounts, R.K. Puram, West Block, N. Delhi.
10. CAO's Office Ministry of Defence, DHQ,PO, New Delhi-110011.
11. Administrator, all Union Territories as per standard list
12. Section Officer (Canteens), with 300 copies.



**ANNEXURE-V**  
**(Para 6.1.4)**

**PATTERNS/SCALE OF UNIFORMS FOR THE CANTEEN EMPLOYEES**

S. No.	Category of Employees	Articles of Uniforms authorised	Quantity entitled to
1	2	3	4
1	Bearers		
	(a) Male	(i) Set of Coat, Pant & Cap (Terene Cotton) White/Grey (ii) White Canvas Shoes	2 sets per year 3 pair per year
	(b) Female	(i) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse and Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton) (ii) Chappals/Canvas Shoes	2 sets per year 3 pair per year
2	Halwais, Asstt. Halwais, Cooks & Tea/Coffee Makers		
	(a) Male	(i) Set of Bush-Shirt, Pant, Apron & Cap (Terene Cotton) Grey (ii) White Canvas Shoes	3 sets per two years 1 pair per year
	(b) Female	(i) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse and Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton) and Apron (ii) Chappals/Canvas Shoes	3 sets per two years 1 pair per year
3	Dish Cleaners		
	(a) Male	(i) Set of Over-all and Cap (Terene Cotton) Grey	3 sets per two year

	(b) Female	<p>(ii) White Canvas Shoes</p> <p>(iii) Gum Boots</p> <p>(i) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse and Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton)</p> <p>(ii) Chappals/Canvas Shoes</p> <p>(iii) Gum Boots</p>	<p>1 pair per year</p> <p>Once in three year</p> <p>3 sets per two years</p> <p>1 pair per year</p> <p>Once in 3 years</p>
4	<p>Safaiwala</p> <p>(a) Male</p> <p>(b) Female</p>	<p>(i) Set of Bush-Shirt, Pant &amp; Cap (Terene Cotton Khakhi)</p> <p>(ii) White Canvas Shoes</p> <p>(i) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse and Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton)</p> <p>(ii) Chappals/Canvas Shoes</p>	<p>3 sets per two years</p> <p>1 pair per year</p> <p>3 sets per two years</p> <p>3 pair per year</p>
5	<p>For all categories mentioned at Sl. Nos.1 to 4 at Winter Stations</p> <p>(a)Male</p> <p>(b)Female</p>	<p>(i) Jerseys</p> <p>(ii) Woolen Socks</p> <p>(i) Cardigans</p> <p>(ii) Woolen Socks</p>	<p>2 in 3 years</p> <p>2 pairs in 3 years</p> <p>2 pairs in 3 years</p> <p>2 pairs in 3 years</p>
6	For the entitled categories	Turban for Sikh employees	2 per year

**ANNEXURE-VI**  
**(Para 7)**

**SCHEDULES CIRCULATED WITH DOPT O.M. No.3/2/94-Dir.(C)(Vol.II)**  
**dated 14.02.2007**

**SCHEDULE - 1**

1.	Name of Post	Safai Karamchari (Safaiwala)
2.	No. of Post	* (Year of framing should be indicated)  * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'D') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs.2550-55-2660-60-3200.
5.	Whether Selection Post or Non-selection Post	Not Applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government.  Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98.
8.	Educational and other qualifications required for direct recruits	Desirable Primary Standard.  Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in

		case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable.
10	Period of probation, if any	Two years.
11.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	DIRECT RECRUITMENT.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is the composition?	Group 'D' Departmental Promotion Committee (for confirmation) – (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

**SCHEDULE - 2**

1.	Name of Post	Wash Boy (Dish Cleaner).
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'D') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs.2550-55-2660-60-3200.
5.	Whether Selection Post or Non-selection Post	Not Applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government.  Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98.
8.	Educational and other qualifications required for direct recruits	Desirable Primary Standard.  Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable.
10.	Period of probation, if any	Two years

11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	DIRECT RECRUITMENT.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is the composition?	Group 'D' Departmental Promotion Committee (for confirmation) – (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

**SCHEDULE – 3.**

1.	Name of Post	Bearer
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'D') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 2610-60-3150-65-3540.
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance

		<p>basis, or</p> <p>(ii) Safaiwala/Wash Boy with atleast two years regular service in the scale of Rs. 2550-3200.</p> <p>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
13.	If a departmental Promotion Committee exists, what is the composition?	Group 'D' Departmental Promotion Committee (for confirmation) (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

		<p>with the instructions or orders issued by the Central Government.</p> <p>Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names.  (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98.</p>
8.	Educational and other qualifications required for direct recruits	<p>(a) 8<sup>th</sup> Standard Pass or Equivalent.  (b) Experience - 6 months</p> <p>Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No.
10.	Period of probation, if any	Two years, NIL for promotees.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	<p>Any of the following methods of recruitment:</p> <p>(i) Promotion, failing which by deputation/absorption.  (ii) _____ Percentage by promotion failing which by deputation/absorption and _____ percentage by direct recruitment.  (The percentage for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts in the feeder grade)</p>
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion:  Safaiwala/Wash Boy with atleast two years regular service in the scale of Rs. 2550-3200.</p> <p>Deputation/Absorption:  Officers of the Central Government  (i) Holding analogous posts on regular</p>



**SCHEDULE - 4**

1.	Name of Post	Tea/Coffee Maker.
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'D') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 2610-60-3150-65-3540.
5.	Whether Selection Post or Non-selection Post	Non Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government.  Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt. (D) dated 21.12.98.
8.	Educational and other qualifications required for direct recruits	(a) 8 <sup>th</sup> Standard Pass or Equivalent. (b) Should be competent to make Tea/Coffee. (c) Experience - One year in a Government Department/Government Undertaking, preferred.  Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
9.	Whether age and educational qualifications	No.

	prescribed for direct recruits will apply in the case of promotes	
10.	Period of probation, if any	Two years, NIL for promotes.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	<p>Any of the following methods of recruitment:</p> <p>(i) Promotion, failing which by deputation/absorption.</p> <p>(ii) ___ Percentage by promotion failing which by deputation/absorption and ___ percentage by direct recruitment.</p> <p>(The percentage for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts in the grade and the feeder grade).</p>
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion :</u></b> Safaiwala/Wash Boy with atleast two years regular service in the scale of Rs. 2550-3200.</p> <p><b><u>Deputation/Absorption :</u></b> Officers of the Central Government</p> <p>(iii) Holding analogous posts on regular basis, or</p> <p>(iv) Safaiwala/Wash Boy with atleast two years regular service in the scale of Rs. 2550-3200.</p> <p><b><u>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</u></b></p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under</p>

		column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).
13.	If a Departmental Promotion Committee exists, what is the composition?	Group 'D' Departmental Promotion Committee for confirmation. (Detailed composition of the DPC may be given) as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

**SCHEDULE - 5**

1.	Name of Post	Assistant Halwai - cum - Cook.
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 3050-75-3950-80-4590.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government.  Note: (i) The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-

		Estt.(D) dated 21.12.98.
8.	Educational and other qualifications required for direct recruits	<p>(a) 8<sup>th</sup> Standard Pass or Equivalent.                  (b) Experience – One Year                  (c) A Trade Test will be prescribed for direct recruits and promotees/deputationists to this post.</p> <p>Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No.
10.	Period of probation, if any	Two years, NIL for promotes.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	<p>___ % by Promotion failing which by deputation/absorption and failing both by direct recruitment.</p> <p>(The % age for the various methods to be decided based on the number of posts in the grade and the feeder grades)</p>
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion :</p> <p>Tea/Coffee Maker/Bearer in the scale of Rs. 2610-3540 with atleast six (6) years regular service and one (1) year experience as helper to Halwai-cum-Cook. (The appointment to this post is subject to qualifying a Trade Test).</p> <p>Deputation/Absorption :                  Officers of the Central Government</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(ii) Tea/Coffee Maker/Bearer in the scale of Rs. 2610- 3540 with atleast six (6) years regular service and one (1) year experience as helper to Halwai-cum-Cook. (The appointment to this post is subject to qualifying a Trade Test).</p>

		<p>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules)</p>
13.	If a Departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

**SCHEDULE - 6**

1.	Name of Post	Halwai - cum - Cook.
2.	No. of Post	* (Year of framing should be indicated) * Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 3200-85-4900.
5.	Whether Selection Post or Non-selection Post	Non Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	Not Applicable
8.	Educational and other qualifications required for direct recruits	Not Applicable  For Deputationists/Persons on Absorption : (a) 8 <sup>th</sup> Standard Pass or Equivalent. (b) Experience - Two Years in a Government Department/Government Undertaking.  Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
10.	Period of probation, if any	NIL
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	Promotion failing which by Deputation/Absorption.
12.	In case of recruitment by	Promotion :

<p>promotion/deputation, grades from which promotion/deputation to be made</p>	<p>Assistant Halwai-cum-Cook with atleast five (5) years regular service in the scale of Rs. 3050-4590.</p> <p>Deputation/Absorption : Officers of the Central Government –</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(ii) Assistant Halwai-cum-Cook with atleast five (5) years regular service in the scale of Rs. 3050-4590</p> <p>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 3. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
<p>13. If a Departmental Promotion Committee exists, what is the composition?</p>	<p>Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).</p>
<p>14. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.</p>	<p>Not Applicable.</p>

**SCHEDULE - 7**

1.	Name of Post	Clerk/Salesman.
2.	No. of Post	* (Year of framing should be indicated) • Subject to variation dependent on work-load. *
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 3050-75-3950-80-4590.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for Direct Recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government.  Note: (i) The crucial date for determining the age limit shall be as advertised by Staff Selection Commission (SSC). In case the direct recruitment is done through SSC, the following note may be inserted:-  "The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Mizoram, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti Districts and Pangu Sub Division of Chamba District of Himchal Pradesh, Andaman & Nicibar Islands or Lakshadweep)".  (ii) The upper age-limit shall stand increased by two years i.e upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No. 15012/6/98-Estt.(D) dated 21.12.98



8.	Educational and other qualifications required for direct recruits	<p>(a) Matriculate or Equivalent.                  (b) Experience - One Year in a Government Department/Government Undertaking.                  Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age - No.                  Educational Qualifications - Yes.</p>
10.	Period of probation, if any	Two years, NIL for promotes.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	50% by Promotion failing which by deputation/absorption and 50% by Direct Recruitment.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion :                  Tea-Coffee Maker/Bearer with atleast six (6) years regular service in the scale of Rs. 2610-3540.                  Deputation/Absorption :                  Officers of the Central Government –                  (a) (i) Holding analogous posts on regular basis, or                  (ii) Tea-Coffee Maker/Bearer with atleast six (6) years regular service in the scale of Rs. 2610-3540 and possessing the qualifications and experience prescribed for direct recruits under column 8.</p> <p>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p>

		<p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 3. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
13.	If a Departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee for confirmation (Detailed composition of the DPC may be given, as per the orders issued by the DOP&T in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

**SCHEDULE - 8**

1.	Name of Post	Assistant Manager-cum-Store Keeper.
2.	No. of Post	* (Year of framing should be indicated) • Subject to variation dependent on work-load. •
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 4000-100-6000.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for direct recruits	18-25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST Government servants) in accordance with the instructions or orders issued by the Central Government.  Note: (i) The crucial date for determining the age limit shall be as advertised by Staff Selection Commission (SSC). In case the direct recruitment is done through SSC, the following note may be inserted: -  "The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Mizoram, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti Districts and Pangu Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)".  (ii) The upper age-limit shall stand increased by two years i.e. upto 27 years in case the post is filled by the method of Direct Open Competitive Examination in terms of DOPT Notification No.15012/6/98-Estt.(D) dated 21.12.98.
8.	Educational and other	(a) Graduate or Equivalent with one year

	qualifications required for direct recruits	<p>Diploma in Book Keeping/Store Keeping.</p> <p>(b) Experience - Three Years in a Government Department/Government Undertaking.</p> <p>Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No but person must possess atleast a matriculation or equivalent qualification.
10.	Period of probation, if any	Two years, NIL for promotes.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	<p>Any of the following methods of recruitment:</p> <p>(i) Promotion, failing which by deputation/absorption.</p> <p>(ii) _____ Percentage by promotion failing which by _____ deputation/absorption and _____ percentage by direct recruitment.</p> <p>(The %age for the various methods to be decided based on the number of posts in the grade and the feeder grade)</p>
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion :</p> <p>Clerks/Salesmen with atleast eight (8) years regular service in the scale of Rs. 3050-4590.</p> <p>Deputation/Absorption :</p> <p>Officers of the Central Government –</p> <p>(i) Holding analogous posts on regular basis, or</p> <p>(ii) Clerks/Salesmen with atleast eight (8) years regular service in the scale of Rs. 3050-4590.</p> <p>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other</p>

		<p>organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
13.	If a departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

**SCHEDULE -9**

1.	Name of Post	Manager-cum-Accountant.
2.	No. of Post	* (Year of framing should be indicated) • Subject to variation dependent on work-load. •
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 5000-150-8000.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for direct recruits	Not Applicable
8.	Educational and other qualifications required for direct recruits	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	NIL
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	Promotion failing which by Deputation/Absorption.
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to	Promotion : Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.

	<p>be made</p>	<p><b>Deputation/Absorption :</b>  <b>Officers of the Central Government –</b></p> <p>(i) Holding analogous posts on regular basis, or  (ii) Assistant Manager-cum-Store Keeper in Departmental Canteens with atleast eight (8) years regular service in the scale of Rs. 4000-6000 and possessing the following educational qualifications:-</p> <p>(a) B. Com.  (b) Three years experience in Accounts in a Government Department /Government Undertaking.</p> <p>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
<p>13.</p>	<p>If a departmental Promotion Committee exists, what is the composition?</p>	<p>Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).</p>

14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.
-----	--	-----------------

**SCHEDULE - 10**

1.	Name of Post	Manager Grade – II.
2.	No. of Post	* (Year of framing should be indicated) <ul style="list-style-type: none"><li>• Subject to variation dependent on work-load.</li><li>•</li></ul>
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 5000-150-8000.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for direct recruits	Not Applicable.
8.	Educational and other qualifications required for direct recruits	Not Applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
10.	Period of probation, if any	NIL
11.	Method of recruitment,	Promotion failing which by Deputation/Absorption.



	<p>whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods</p>	
12.	<p>In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made</p>	<p>Promotion : Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.</p> <p>Deputation/Absorption : Officers of the Central Government – (i) Holding analogous posts on regular basis, or (ii) Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.</p> <p>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
13.	<p>If a departmental Promotion Committee exists, what is the composition?</p>	<p>Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).</p>

14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.
-----	--	-----------------

**SCHEDULE - 11**

1.	Name of Post	Deputy General Manager.
2.	No. of Post	* (Year of framing should be indicated) • Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 5000-150-8000.  Note: Deputy General Manager having under his charge a group of more than 2A type Canteens will in addition to his pay be allowed special allowance of Rs. 150/- and on having a group of more than 4A type Canteens under his charge will be allowed special allowance of Rs. 300/-
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for direct recruits	Not Applicable.
8.	Educational and other qualifications required for direct recruits	Not Applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable.
10.	Period of probation, if any	NIL.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by	Promotion filling which by Deputation/Absorption.

	various methods	
12.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion : Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.</p> <p>Deputation/Absorption : Officers of the Central Government – (i) Holding analogous posts on regular basis, or (ii) Assistant Manager-cum-Store Keeper with atleast eight (8) years regular service in the scale of Rs. 4000-6000.</p> <p>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>(Where the method of recruitment is both by promotion and deputation/absorption, it may be specifically provided that department officials in the normal channel for promotion to the post will not be eligible to be considered under 'deputation/absorption' and vice-versa).</p> <p>(The deputationists/persons on absorption should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation/absorption only, the educational qualifications and experience should be specifically incorporated for deputationists/persons on absorption in the recruitment rules).</p>
13	If a departmental Promotion Committee exists, what is the composition?	Group 'C' Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

**ANNEXURE-VII**  
**(Para 9.2)**

**REPORT OF THE PERIODIC INSPECTION OF DEPARTMENTAL CANTEENS**  
**( To be completed by the Inspecting Officer )**

Regn. No. of Canteen : \_\_\_\_\_

Office/Department : \_\_\_\_\_  
(Full Address)

Date of Inspection : \_\_\_\_\_

**GENERAL**

**\*\* 1. Accommodation & Cleanliness :**

- (i) **Main Hall/Dining Hall :**
- (a) Area : Sufficient/Unsufficient
- (b) Floor : Satisfactory/Unsatisfactory
- © White Wash : Satisfactory/Needed
- (d) Exhaust Fans : Adequate/Inadequate
- (ii) **Kitchen :**
- (a) Area : Adequate/Inadequate
- (b) Floor : Satisfactory/Unsatisfactory
- © General Cleanliness : Satisfactory/Unsatisfactory
- (d) Shelves/Platform, : Satisfactory/Unsatisfactory  
if any:
- (e) Exhaust fans provided: Adequate/Inadequate
- (f) Fly-proofing/  
Wire-mesh fixed : Yes/No
- (g) Drainage Facility : Available/Not available
- (iii) **Store-Room :** Provided/Not Provided
- (a) General Condition (a) Clean/Unclean  
of Store Room (b) Stores properly arranged/  
Not properly arranged
- (c) Exhaust fans provided/  
Not provided

(iv) Furniture: Satisfactory/Unsatisfactory

\*\* In case the condition is found 'Unsatisfactory', details/nature of deficiency/defect may be specified.

2. (a) Personal hygiene of employees: : Nails Trimmed \_\_\_\_\_  
Hair Cut \_\_\_\_\_  
Shave \_\_\_\_\_  
Cleanliness \_\_\_\_\_  
Any Skin Disease \_\_\_\_\_
- (b) Required vaccination of Cook/Bearers : Done/Not done
- (c) Regular Medical Examination : Yes/No  
(Medical fitness Certificate in respect of each Cook/Bearer etc. be seen by the I.O)
3. Whether the employees were in proper uniform : Yes/No
- 4.(a) Quality of Crockery : Satisfactory/Needs replacement
- (b) Drill for cleaning Crockery : Satisfactory/Unsatisfactory
5. Use of detergent/Disinfectant : Yes/No (indicate Periodicity)
6. (i) Suggestion/Complaint Book kept : Yes/No  
(Gist of recorded complaints & action taken thereon by the MC be enclosed separately with the Report)
- (ii) Sanitary Diary-cum-Inspection Register : Available/Not Available
7. Separate ladies room/cabin provided : Yes/No
8. Display of Menu with rates : Yes/No

9. Rates : Reasonable/Unreasonable
10. When the rates were last fixed : \_\_\_\_\_
11. Quality of eatables/beverages : Satisfactory/Unsatisfactory  
(Detailed observations on this aspect be appended by the I.O. with the Report)
12. Whether the norms for usage of Materials- quality-wise & quantity- Wise are in relation to the selling Price : \_\_\_\_\_  
\_\_\_\_\_
13. Opinion about Customer's satisfaction : \_\_\_\_\_
14. Drinking water facility provided : Yes/No
15. First-aid Box for canteen employees : Yes/No  
provided
16. Fire-safety measures provided : Yes/No
17. Type of Fuel used in the Canteen : LPG  
Kerosene Oil  
Fire-wood and coal

**COMPLETION OF ACCOUNTS BOOKS :**

18. Cash Book : (i) Complete upto \_\_\_\_\_ (date)  
(ii) Authenticated : Yes/No
19. Ledger : Complete upto \_\_\_\_\_ (date)
20. Stock Register (raw materials) Complete upto \_\_\_\_\_ (date)
21. Stock Register (furniture/crockery : Complete upto \_\_\_\_\_ (date)  
etc.)
22. Preparation Register : Complete upto \_\_\_\_\_ (date)

23. Sales Register : Complete upto \_\_\_\_\_ (date)
24. (a) Monthly Accounts being prepared : \_\_\_\_\_
- (b) Annual Accounts complete upto: \_\_\_\_\_
- (c) Whether submitted to Integrated Finance : \_\_\_\_\_
25. Cash in hand : \_\_\_\_\_
26. Cash in Bank Account : \_\_\_\_\_
27. Attendance Register complete upto : \_\_\_\_\_
28. Monthly Sales : Cash : \_\_\_\_\_
- Credit: \_\_\_\_\_
29. Discipline and Service :
- (a) General level of discipline during the serving staff/Bearers : \_\_\_\_\_
- (b) Any complaints of misbehavior etc. received : Yes/No (Give details)
- (c) Any pending disciplinary action :
- (i) Nature of charges : \_\_\_\_\_
- (ii) Matter pending since when : \_\_\_\_\_
30. General observations by the Inspecting Official :-

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of the Inspection Official

ANNEXURE -VIII

(Para 9.5)

SANITARY RULES FOR COOK HOUSE, PANTRY  
AND DINING HALL

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 employed in any capacity in the cook house, pantry, dining hall and in handling the food.
2. The uniforms provided will be washed and changed minimum two to three times a week, cloth masks 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 cook-house and pantry. All men employed as cooks and in handling of food will keep their nails trimmed and will invariably wash their hands before they handle the food.
4. No personal clothing necessities as private property of men employed in the cook-house, pantry etc. will be kept there, nor will men wash and dry their clothing in the cook house.
5. Smoking in the cook-house is strictly forbidden, workers should go out in case any one wants to smoke and wash his hands property before resuming his duty.
6. 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.
7. 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.
8. The cook-house, pantry etc. 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.
9. Only food which is to be used during the current day will be kept in the cook-house. When not in process of cooking, or in preparations for cooking, it will be protected from flies, cockroaches, etc. in flyproof food safes.
10. A steam sterilizer should be provided for sterilizing cups, plates, etc.



11. Vegetables must never be placed in the same sink or receptacle in which pots and pans are cleaned.
12. 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.
13. 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.
14. The weekly/daily menu of food preparations will be hung up to be available for reference in the cook-house as well as in the dining hall.
15. Any defect in the cooking apparatus or in the utensils will be reported at once by the cook in charge to his superior who will take necessary steps to have defects remedied.
16. Fuel, e.g. Gas Cylinders, Coal, wood, etc., will be kept in a fuel store outside the cook-house; Coal boxes with lid may be kept inside the cook-house to hold one meal's fuel. In case oil, is also used, it should be kept separately from coal wood.
17. The floor of the cook-house pantry 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.
18. 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.
19. 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.
20. 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 a(FIFO) rule can be followed. Leafy and delicate vegetables and fruits be spread out as far as possible in single layers.

**ANNEXURE -IX**  
**(Para 14)**

**FORMS OF CONFIDENTIAL REPORT CIRCULATED WITH**  
**DOPT O.M. No. 3/1/98-Dir(C) dated the 1<sup>st</sup> February, 2001**

DEPARTMENT OF \_\_\_\_\_

Form of Confidential Report in Respect of Assistant Halwai/Halwai/Cook (Departmental Canteen Staff)

Report for the year/period \_\_\_\_\_

**PART-I**

**PERSONAL DATA**

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1	Name of Officer	
2	Designation/Post held	
3	Date of Birth	
4	Whether the Officer belongs to Scheduled Caste/Scheduled Tribes	
5	Date of continuous appointment to the present grade	
6	Whether permanent/temporary/Officiating	
7	Period of absence from duty (on leave, training etc.) during the year/period	

**PART-II**

**ASSESSMENT OF THE REPORTING OFFICER**

1	Period of service under the Reporting Officer	
2	Nature of job/duties	
3	State of health	
4	Regularity and punctuality in attendance	
5	Amenability to discipline	
6	Relationship with superiors/co-workers	
7	Personal hygiene & cleanliness	
8	Level of proficiency: (i) Quality of products (ii) Hygienic aspects (iii) Economic aspects i.e. avoidance of wastage during preparation of food products	

9	Performance	Excellent/Very Good /Good/ Average/Below Average
10	Ability to understand and apply norms standardized for the job	
11	Willingness to adopt to other functions in the Canteen in emergent situations	
12	Has he ever been entrusted with work other than routine? If so, specify the job.	
13	Level of knowledge of functions in related jobs in the Canteen.	
14	Has the officer ever been reprimanded for indifferent work or for other causes during the period under report?	
15	Integrity	
16	Overall Grading (Reasons for grading the officer as 'outstanding' be specified)	Outstanding/Very Good/Good/ Average/Below Average

Place: \_\_\_\_\_ Signature of the Reporting Officer

Date: \_\_\_\_\_ Name in Block letters

Designation during the period of Report

Note: Manager/General Manager of the Canteen will act as "Reporting Officer" while Honorary Secretary of the Canteen Managing Committee will act as the "Reviewing Officer."

**PART-III**

**REMARKS BY REVIEWING OFFICER**

1	Length of service under the Reviewing Officer	
2	Do you agree with the assessment of the officer given by the Reporting Officer. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?	
3	Remarks on the assessment/grading given by the Reporting Officer.	
4	If the officer reported upon is a member of Scheduled Caste/Scheduled Tribes, does the Reviewing Officer agree that the attitude of the Reporting Officer in	

	assessing the performance of the officer has been fair and just	
5	General Remarks/Comments on the capacity/performance of the official	
6	Any specific comment/recommendation	

Place: Signature of the Reviewing Officer  
Date: Name in Block letters  
Designation during the period of Report

DEPARTMENT OF \_\_\_\_\_

Form of Confidential Report in respect of Clerk/Salesman/Cashier/Store Keeper/Assistant Manager-cum-Store Keeper (Departmental Canteen Staff)

Report for the year/period \_\_\_\_\_

**PART-I**

**PERSONAL DATA**

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1	Name of Officer	
2	Designation/Post held	
3	Date of Birth	
4	Whether the Officer belongs to Scheduled Caste/Scheduled Tribes	
5	Date of continuous appointment to the present grade	
6	Whether permanent/temporary/officiating	
7	Period of absence from duty (on leave, training etc.) during the year/period	

**PART-II**

**SELF APPRAISAL**

1. Brief description of duties.

2. Brief resume of the work done by you during the year/period from \_\_\_\_\_ to \_\_\_\_\_ bringing out any special achievement during the year/period. In the event of shortfall in achievement furnish reasons.

(The resume is to be furnished within the space provided limited to 100 words and is required to be signed)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART-III**

**ASSESSMENT OF THE REPORTING OFFICER**

1	Does the Reporting Officer agree with the statement made in Part-II ? If not, the extent of disagreement and reasons therefor.	
2	State of health	
3	Regularity and punctuality in attendance	
4	Amenability to discipline	
5	(i) Relationship with superiors/co-workers (ii) Behaviour towards customers	
6	Intelligence, Keenness and Industry	
7	Maintenance of cash/accounts etc. with reference to assigned tasks during the period of report.	
8	Has the officer ever been entrusted with work other than routine? If so, indicate his capacity.	
9	Has the officer ever been reprimanded for indifferent work or for other causes during the period under report?	

10	Integrity	
11	<u>Overall Grading</u> (Reasons for grading the officer as 'outstanding' be specified)	Outstanding/Very Good/Good/ Average/Below Average

Place: Signature of the Reporting Officer

Date: Name in Block letters

Designation during the period of Report

Note: Manager/General Manager of the Canteen will act as "Reporting Officer" while Honorary Secretary of the Canteen Managing Committee will act as the "Reviewing Officer."

PART-IV

REMARKS BY REVIEWING OFFICER

1	Length of service under the Reviewing Officer	
2	Do you agree with the assessment of the officer given by the Reporting Officer. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add ?	
3	Remarks on the assessment/grading given by the Reporting Officer	
4	If the officer reported upon is a member of Scheduled Caste/Scheduled Tribes, does the Reviewing Officer agree that the attitude of the Reporting Officer in assessing the performance of the officer has been fair and just	
5	General Remarks/Comments on the capacity/performance of the official	
6	Any specific comment/recommendation	

Place: Signature of the Reviewing Officer

Date: Name in Block letters

Designation during the period of Report

**DEPARTMENT OF \_\_\_\_\_**

**Form of Confidential Report in respect of Accountant/Deputy General Manager  
(Departmental Canteen Staff)**

Report for the year/period \_\_\_\_\_

**PART-I**

**PERSONAL DATA**

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1	Name of Officer	
2	Designation/Post held	
3	Date of Birth	
4	Whether the Officer belongs to Scheduled Caste/Scheduled Tribes	
5	Date of continuous appointment to the present grade	
6	Whether permanent/temporary/officiating	
7	Period of absence from duty (on leave, training etc.) during the year/period	

**PART-II**

**SELF APPRAISAL**

1. Brief description of duties.

2. Brief resume of the work done by you during the year/period from \_\_\_\_\_ to \_\_\_\_\_ bringing out any special achievement during the year/period. In the event of shortfall in achievement furnish reasons.

(The resume is to be furnished within the space provided limited to 100 words and is required to be signed)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART-III**

**ASSESSMENT OF THE REPORTING OFFICER**

1	Does the Reporting Officer agree with the statement made in Part-II? If not, the extent of disagreement and reasons therefor.	
2	State of health	
3	Regularity and punctuality in attendance	
4	Amenability to discipline	
5	Relationship with superiors/co-workers	
6	State of accounts of the Canteen	
7	Level of knowledge/ability to perform other functions in the Canteen (e.g. Store-Keeping functions, clerical/vending functions, Managerial functions as also technical aspects of preparation of meals, refreshments, tea, coffee etc.)	
8	Level of proficiency	Very High/Good/ Average/Below Average
9	Performance	Excellent/Very Good/Average/ Below Average
10	Has the officer ever been entrusted with work other than routine? If so, indicate his capacity.	
11	Has the officer ever been reprimanded for indifferent work or for other causes during the period under report?	
12	Integrity	
13	Overall Grading (Reasons for grading the officer as 'outstanding' be specified)	Outstanding/Very Good/Good/ Average/Below Average

Place:

Signature of the Reporting Officer

Date:

Name in Block letters

Designation during the period of Report

**Note:** General Manager of the Canteen will act as "Reporting Officer" while Honorary Secretary of the Canteen Managing Committee will act as the "Reviewing Officer."



**PART-IV**

**REMARKS BY REVIEWING OFFICER**

1	Length of service under the Reviewing Officer	
2	Do you agree with the assessment of the officer given by the Reporting Officer. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add ?	
3	Remarks on the assessment/grading given by the Reporting Officer	
4	If the officer reported upon is a member of Scheduled Caste/Scheduled Tribes, does the Reviewing Officer agree that the attitude of the Reporting Officer in assessing the performance of the officer has been fair and just	
5	General Remarks/Comments on the capacity/performance of the official	
6	Any specific comment/recommendation	

Place:

Signature of the Reviewing Officer

Date:

Name in Block letters

Designation during the period of Report

DEPARTMENT OF \_\_\_\_\_

Form of Confidential Report in respect of Manager (A, B, C and D Type Canteens)/General Manager (Departmental Canteen Staff)

Report for the year/period \_\_\_\_\_

**PART-I**

**PERSONAL DATA**

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1	Name of Officer	
2	Designation/Post held	
3	Date of Birth	
4	Whether the Officer belongs to Scheduled Caste/Scheduled Tribes	
5	Date of continuous appointment to the present grade	
6	Whether permanent/temporary/officiating	
7	Period of absence from duty (on leave, training etc.) during the year/period	

**PART-II**

**SELF APPRAISAL**

1. Brief description of duties.

2. Brief resume of the work done by you during the year/period from \_\_\_\_\_ to \_\_\_\_\_ bringing out any special achievement during the year/period. In the event of shortfall in achievement furnish reasons.

(The resume is to be furnished within the space provided limited to 100 words and is required to be signed)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART-III**

**ASSESSMENT OF THE REPORTING OFFICER**

(Please read carefully the instructions given at the end of the form before filling the entries)

1	Does the Reporting Officer agree with the statement made in Part-II ? If not, the extent of disagreement and reasons therefor.	
2	State of health	
3	Regularity and punctuality in attendance	
4	Amenability to discipline	
5	Relationship with superiors/co-workers	
6	Supervisory ability	
7	Quality of products and services rendered by the Canteen	
8	Handling of complaints, if any, from the officers/employees/users	
9	State of accounts of the Canteen	
10	Has the officer ever been reprimanded for indifferent work or for other causes during the period under report?	
11	Has the officer done any outstanding or notable work meriting commendations? Briefly mention them.	
12	Integrity	
13	Overall Grading (Reasons for grading the officer as 'outstanding' be specified)	Outstanding/Very Good/Good/Average/Below Average

Place: \_\_\_\_\_ Signature of the Reporting Officer

Date: \_\_\_\_\_ Name in Block letters

Designation during the period of Report

**Note:** Honorary Secretary of the Canteen Managing Committee will act as "Reporting Officer" while Chairman of the Canteen Managing Committee will act as the "Reviewing Officer."

**PART-IV**

**REMARKS BY REVIEWING OFFICER**

1	Length of service under the Reviewing Officer	
2	Do you agree with the assessment of the officer given by the Reporting Officer. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add ?	
3	Remarks on the assessment/grading given by the Reporting Officer	
4	If the officer reported upon is a member of Scheduled Caste/Scheduled Tribes, does the Reviewing Officer agree that the attitude of the Reporting Officer in assessing the performance of the officer has been fair and just	
5	General Remarks/Comments on the capacity/performance of the official	
6	Any specific comment/recommendation	

Place:

Signature of the Reviewing Officer

Date:

Name in Block letters

Designation during the period of Report

**APPLICATION FORM CIRCULATED WITH DOPT O.M. No.20/1/88-Dir(C)**  
**dated the 3<sup>rd</sup> December, 1998**

**APPLICATION FOR AWARD OF SCHOLARSHIP UNDER THE SCHEME**  
**NOTIFIED VIDE DEPARTMENT OF PERSONNEL AND TRAINING'S O.M.**  
**NO.20/1/88-DIR(C) DATED THE 3<sup>RD</sup> DECEMBER, 1998**

**A. Details of Canteen Employee (Applicant) :**

- (1) Name : \_\_\_\_\_
- (2) Designation : \_\_\_\_\_
- (3) Full Office Address with Telephone Number : \_\_\_\_\_
- (4) Residential Address : \_\_\_\_\_
- (5) Whether SC/ST ( if yes, documentary proof may be attached) : \_\_\_\_\_

**B. Details of Son/Daughter of Canteen Employee for whom Scholarship is sought :**

- (1) Name : \_\_\_\_\_
- (2) Date of Birth : \_\_\_\_\_
- (3) Whether handicapped (If yes, attach Medical Certificate including nature and percentage of disability) : \_\_\_\_\_
- (4) Signature of applicant's Son/Daughter: \_\_\_\_\_

**C. Details of Education for which Scholarship is applied for :**

- (1) Name of course : \_\_\_\_\_
- (2) Duration of course : \_\_\_\_\_
- (3) Stage at which student is studying (Standard in School/ Year in College) : \_\_\_\_\_

- (4) Name of the Institution : \_\_\_\_\_
- (5) Board/University by which : \_\_\_\_\_  
recognized/to which affiliated

**D. Details of marks (subject-wise) obtained in the previous year of study:**

Name of the Examination	Year of passing	Maximum Marks	Marks Obtained	Percentage of Marks

**Note :-**

1. Attested true copies of mark-sheet(s) should be submitted.
2. If there is a break between the previous stage of study and joining the current educational course reasons for the break should be clearly stated.
3. Details of any other Scholarship already received or applied for in respect of the child and the organization concerned with the award of the same should be indicated herein clearly.

I declare that :-

The particulars given in pre-page are true and complete to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature of the applicant  
(Canteen employee)

Station: \_\_\_\_\_

Certified that the entries under Col. 'A' are correct as per office records.

Forwarded to Under Secretary (Admn.)  
Ministry of/Department of \_\_\_\_\_

Signature of Head of  
Office with Seal

Counter Signature of the Head  
of Department in Ministry/  
Department with Seal

**ANNEXURE – XI**  
**[ Para 16.4 (iv) ]**

**FORM FOR CONDUCT OF AUDIT OF ACCOUNTS**  
**OF THE CANTEEN/TIFFIN ROOM**

**A- Organisational set-up**

1. Name of the Organisation with postal address :
2. Name of Accounts Office which passes the Canteen/  
Tiffin Room bills :
3. Controlling Ministry/Department :
4. Name of the Canteen/Tiffin Room with postal address :
5. Period for which the audit is being carried out :
6. Date of audit :
7. Name of the Chairman with official designation :
8. Name of the Honorary Secretary with official designation :

**(Note:-** Chairman should be the Head of Deptt. or his Deputy and the Honorary Secretary should be of the rank of Section Officer or equivalent or above)

9. Number of office employees :
10. Type of the Canteen/Tiffin Room :
11. Registration Number allotted to the Canteen/tiffin room  
by the Agency of the Director of Canteens :
12. Annual subscription paid upto :
13. Whether the Canteen/Tiffin Room is correctly graded  
in accordance with the scale given in para 1.6 of the  
Green Book :
14. Number of Canteen Employees :  
(i) Regular \_\_\_\_\_ (ii) Ad-hoc \_\_\_\_\_
15. Any other relevant information :

**B- Audit Objection**

(To be filled by the Audit Team)

**C- General Observations**

(To be filled by the Audit Team)



Annexure-XII

ANNEXURE TO O.M. NO.3/10/90-DIR(C)  
DATED 9th NOVEMBER 1999/

**ILLUSTRATION**

\*\*\*\*\*

In a 'A' type Departmental Canteen of Ministry of 'X' New Delhi, the following transactions took place on 5.11.97. These are to be recorded in various prescribed records, registers in the manner explained below (Form annexed)

I. Closing Cash, Bank and Stock Balance position as on 4.11.1997

- (A) (1) Cash Balance: Rs.5000.00  
(ii) Bank Balance: Rs.10000.00

Action to be taken

to be taken as Opening Balance as on 5.11.97 in the Cash Book (Form I)

(B) Raw Material/Ready Goods/Coupon Stock Closing Balance

on 04.11.97.

S.No.	Items	Quantity	Rate(Rs.) Per Kg.	Value(3)x(4)Rs.
(1)	(2)	(3)	(4)	(5)
01.	Sugar	10Kg.	15.50 Per Kg.	155.00
02.	Tea (Red Lable)	1Kg.	180.00 Per Kg.	180.00
03.	Tea (Green Lable)	2Kg.	268.00 Per Kg.	536.00
04.	Maida	5Kg.	8.00 Per Kg.	40.00
05.	Ghee (Vanaspati)	5Kg.	43.00 Per Kg.	215.00
06.	Potato	5Kg.	8.00 Per Kg.	40.00
07.	Rice	10Kg.	8.00 Per Kg.	80.00
08.	Besan	5Kg.	18.00 Per Kg.	90.00
09.	Dal (Channa)	5Kg.	15.00 Per Kg.	75.00
10.	Dal(Urd)	5Kg.	22.00 Per Kg.	110.00
11.	Dal(Arhar)	5Kg.	26.00 Per Kg.	130.00
12.	Onion	5Kg.	6.00 Per Kg.	30.00
13.	Campa Cola	4Crates	168.00 ; Per	672.00
14.	Lisaca	2Crates	168.00 ; Crate	336.00
15.	Biscuits	30 Packets	3.70 Per Pkt	111.00
16.	Milk	Nil	Nil	Nil
17.	Patties	Nil	-	-
Total				2780.00

Note:-

All these items should appear in col.(2), (3) & (4) in Consumable Items Stock Register (Form No.4) on respective pages/folios as Balance Brought Forward (BB) and the value of Raw Material in Stock should be available (both Opening Balance and Closing Balance) for each Day/Month/Year in the Raw Material/Consumable Items Stock Register for preparation of Monthly/Annual Accounts.

(C) Balance Coupon Stock on 04.11.97

Denomination	Serial No.		Total
	From	To	
.25 P.	1	5000	5000
.50 P.	1	4500	4500
.75 P.	1	4000	4000
1.00 Rs.	1	5000	5000

NOTE:-

To be noted in Coupon Stock Register (Form No.10)

II. Activities on 5.11.97

A. Following items were purchased on Cash basis for preparation /sale.

(Purchases are to be done from Coop.Stores/ Super Bazar Kendriya Bhandar etc.as per orders/instructions in this regard.

S.No. (1)	Items (2)	Quantity (3)	Rate Rs.Per (4)	Amount Rs. [(3)x(4)] (5)
01.	Khova	10Kg.	60.00 Per Kg.	600.00
02.	Sugar	25Kg.	15.50 Per Kg.	388.00
03.	Tea (Red Lable)	1Kg.	160.00 Per Kg.	160.00
04.	Tea (Green Lable)	2Kg.	268.00 Per Kg.	536.00
05.	Malda	5Kg.	8.00 Per Kg.	40.00
06.	Ghee (Vanaspati)	5Kg.	43.00 Per Kg.	215.00
07.	Patato	20Kg.	8.00 Per Kg.	160.00
08.	Rice	10kg.	8.00 Per Kg.	80.00
09.	Besan	5Kg.	18.00 Per Kg.	90.00
10.	Dal (Channa)	5Kg.	15.00 Per Kg.	75.00
11.	Dal(Urd)	5Kg.	22.00 Per Kg.	110.00
12.	Dal(Arhar)	5Kg.	26.00 Per Kg.	130.00
13.	Onion	5Kg.	6.00 Per Kg.	30.00
14.	Campa Cola	4Crates	168.00 Per Crate	672.00
15.	Limca	2Crates	168.00 Per Crate	336.00
16.	Biscuits	30 Packets	3.70 Per Pkt.	111.00
17.	Milk	36 Ltr.	11.00 Per Ltr.	396.00
18.	Patties	30 Pieces	3.00 Per Piece	90.00
Total				4219.00

Immediately on purchase the entries are to be made as under:

Stock Register

To be noted in Raw Meterial/Consumable Items Stock Register ( Form No.4) in respective folios (Col.No.5,6,7 & 8)

Cash Book

Entry to be made in Cash Book (Form No.1) on Payment side and corresponding Debit Entry in the 'Purchase A/c' in the Ledger (Form No.2).

**Bill/Cash Memo-wise details for above items (Voucher No.15)**

(a) C.M.No.1 dated 5.11.97	Rs. 600.00 (Item No.1)
(b) C.M.No.15 dated 5.11.97	Rs. 190.00 (Item No.7 & 13)
(c) C.M.No.14 dated 5.11.97	Rs.1068.00 (Item No.14 & 15)
(d) C.M.No.40 dated 5.11.97	Rs. 396.00 (Item No.17)
(e) C.M.No.55 dated 5.11.97	Rs. 90.00 (Item No.18)
(f) C.M.No.18 dated 5.11.97	Rs.1935.00 (Item No.2 to 6, 8 to 12 & 16)
<b>Total</b>	<b>4219.00</b>

**(B) Stock Issued on 5.11.97 for Preparation/Sale**

S.No. 1.	Items 2.	Quantity 3.	Rate Rs.Per 4.	Value Rs.((3)x(4)) 5.
01.	Khoya	10.000Kg.	60.00 Per Kg.	600.00
02.	Sugar	24.000Kg.	15.50 Per Kg.	372.00
03.	Tea (Red Lable)	.300Kg.	160.00 Per Kg.	48.00
04.	Tea (Green Lable)	1.500Kg.	268.00 Per Kg.	402.00
05.	Maida	3.000Kg.	8.00 Per Kg.	24.00
06.	Ghee (Vanaspati)	4.000Kg.	43.00 Per Kg.	172.00
07.	Patato	15.000Kg.	8.00 Per Kg.	120.00
08.	Rice	4.000kg.	8.00 Per Kg.	32.00
09.	Besan	.500Kg.	18.00 Per Kg.	9.00
10.	Dal (Channa)	.250Kg.	15.00 Per Kg.	4.00
11.	Dal(Urd)	1.000Kg.	22.00 Per Kg.	22.00
12.	Dal(Arhar)	2.500kg.	26.00 Per Kg.	65.00
13.	Onion	.500Kg.	6.00 Per Kg.	3.00
14.	Campa Cola	4 Crates	168.00 Per Crate	672.00
15.	Limca	2 Crates	168.00 Per Crate	336.00
16.	Biscuits	30Packets	3.70 Per Pkt.	111.00
17.	Milk	36.Ltr.	11.00 Per Ltr.	396.00
18.	Patties	30 Pieces	3.00 Per Piece	90.00
<b>Total</b>				<b>3478.00</b>

**Notes:-**

(1) For arriving at the Rate and Value of Material issued, the Average Rate worked out for the total quantity (Opening Balance plus fresh Purchase) and its total value may be adopted.

(2) Issues are to be noted in Stock Register for the Raw Material/Consumable Item(Form No.4) in Coloumn provided (Col No.12,13 and 14.)

(3) To be noted in Kitchen Register by Kitchen Clerk in Form No.5(Quantity received)

(4) Approved Indent/Signature in token of Issue/Receipt of Material to be obtained from Kitchen /Counter Clerk as the case may be (Form No.12 for Indent)

(5) Ready Items issued from Stores to be taken in Daily Sale Register as Quantity Received" for Sale on the basis of Items indented and received.

(6) Items issued are to be struck of charge in the Consumable Stock Register and taken on charge in the Kitchen/Daily Sale Register.

(C) On the basis of 'Raw Material issued' as shown in Stock Register (Form No.4) and Kitchen Register (Form No.5) the under mentioned Raw Material was used and items prepared therefrom are shown below:-

S.No.	Items	Quantity of Raw Material Used	S.No.	Items Prepared	Quantity Prepared
1.	2.	3.	1.	2.	3.
01.	Khoya	10.000Kg.	01.	Khoya Burfi	450 Pieces
02.	Sugar	24.000Kg.	02.	Tea Cups (R/L)	300 Cups
03.	Tea (Red Lable)	.300Kg.	03.	Tea Cups (G/L)	1500 Cups
04.	Tea (Green Lable)	1.500Kg.	04.	Samosa	350 Pieces
05.	Maida	3.000Kg.	05.	Dosa	50 Pieces
06.	Ghee (Vanasnati)	4.000Kg.	06.	Idli	40 Plates
07.	Potato	15.000Kg.			
08.	Rice	4.000kg.			
09.	Besan	.500Kg.			
10.	Dal (Channa)	.250Kg.			
11.	Dal (Urd)	1.000Kg.			
12.	Dal (Arhar)	2.500kg.			
13.	Onion	.500Kg.			
14.	Milk	36 Ltr.			

Notes:-

(1) To be shown in Kitchen Register (Form No.5)

(2) Kitchen Clerk to Prepare a "Preparation Register/ Production Register" (Form No.6) indicating consumption of Raw Material, item wise, for each item prepared during the day.

(D) On the basis of items prepared in kitchen as shown in Kitchen Register (Form No. 5) and Ready for Sale Items received direct from the Stores (on Indent Form No. 12)

S.No.	Items	Quantity Prepared/Received	Quantity sold Cash	Quantity sold Credit	Rate Rs. Per	Balance Qty.
(a) Items received from Kitchen						
01.	Khoys Burfi	450 Pieces	400	50	1.50	-
02.	Tea Cups (Red Label)	300 Cups	230	70	0.75	-
03.	Tea Cups (Green Label)	1500 Cups	1000	500	1.50	-
04.	Samosa	350 Pieces	300	50	0.75	-
05.	Dosa	50 Pieces	40	10	4.50	-
06.	Idli	40 Plates	35	5	2.00	-
(b) Items (Ready) received direct from stores						
01.	Campa Cola	96 Bottles	76	20	8.00	-
02.	Limca	48 Bottles	28	20	8.00	-
03.	Biscuits	30 Packets	25	5	4.00	-
04.	Patties	30 Pieces	20	10	3.50	-



(E) Coupons with following number and denominations were issued on 05.11.97

S.No.	Denomination	From	To	Total number
01.	.25 P	1	1000	1000
02.	.50 P	1	2000	2000
03.	.75 P	1	2000	2000
04.	1.00 Rs.	1	1000	1000

Notes:-

- (1) To be noted in Coupon Stock Register (Form No.10)
- (2) To be noted in Coupon Sale Register (as Coupon received) by Coupon Clerk (Form No.11)

(F) Coupons Sold as on 05.11.97

S.No.	Denomination	From	To	Total number	Amount Rs.
01.	.25 P	1	500	500	125.00
02.	.50 P	1	634	634	317.00
03.	.75 P	1	1000	1000	750.00
04.	1.00 Rs.	1	800	800	800.00
				Total	1992.00

Notes:-

- (1) The Cash to be deposited with Cashier/Manager against proper receipt.
- (2) Cashier/Accountant/Manager should immediately note the amount in Cash Book Receipt Side.
- (3) The entry in the Cash Book to be recorded on 'Receipt Side' being the amount received for Cash Sale and in Ledger (Form No.2) the amount to be credited to 'Sale' A/c.

CASH BOOK

(FORM NO.1)

(WITH CASH AND BANK COLUMN)

RECEIPTS

PAYMENTS

Date	Particulars	Vr. Ledger No.	Cash Rs.	Bank Rs.	Total Rs.	Date	Particulars	Vr. Ledger No.	Cash Rs.	Bank Rs.	Total Rs.
5.11.97	Balance B/F		5000.00	10000.00	15000.00	5.11.97	By "Purchase A/c"				
							Amount paid for cash purchase of Raw Material /Goods as per following details:-				
5.11.97	To "Sale A/c"						(a) Cash Memo No.1 dt.5.11.97 Rs. 600.00				
	Amount received for Cash sales	2	1992.00		1992.00		(b) Cash Memo No.15 dt.5.11.97 Rs. 190.00				
							(c) Cash Memo No.14 dt.5.11.97 Rs. 1008.00	15			
							(d) Cash Memo No.40 dt.5.11.97 Rs. 396.00				
							(e) Cash Memo No.55 dt.5.11.97 Rs. 90.00				
							(f) Cash Memo No.18 dt.5.11.97 Rs. 1935.00		4219.00		4219.00
							4219.00				
	Total		6992.00	10000.00	16992.00		Balance C/O		2773.00	10000.00	12773.00
5.11.97	Balance B/F		2773.00	10000.00	12773.00		Total		6992.00	10000.00	16992.00



(Contd. Form No.1)

Notes:-

- (1) The Cash Book must be authenticated by the Honv. Secretary endorsing the following Certificate on the first page.  
"Certified that Cash Book Serial Number \_\_\_\_\_ has been opened on \_\_\_\_\_ and it contains \_\_\_\_\_  
Pages". further certified that Cash & Bank Balance have been correctly Brought Forward from the previous Cash Book  
( Serial No.
- (2) All the pages in the Cash Book must be Machine Numbered.
- (3) The Cash Book should be written and closed daily. The Cash in Hand Balance must tally with the Cash Balance as per Cash Book.  
Where Bank Balance as per Cash Book and Pass Book differs. Bank Reconciliation Statement is to be prepared monthly on  
close of every Month and approved by Honv. Secretary.
- (4) The Cash Book should be checked and signed by the Competent Authority daily.
- (5) Over writing and erasing are forbidden in the Cash Book. If a mistake is discovered it should be corrected by drawing the  
Pen through the incorrect entry and inserting correct entry in Red INK between the lines.
- (6) Entries/Transaction of Sales/Purchases etc. "On credit" should not be entered in Cash Book. Only Cash Transaction should be entered.
- (7) Separate Cash Book will be maintained for each Financial Year.

(FORM NO.2)

**L E D G E R**

Folio No. ---

NAME OF ACCOUNT : -----

Date	Particulars	Vr. No.	C.B. Folio No.	Debits(Dr) Rs.	Credit(Cr) Rs.	Balance Dr./Cr. Rs.
5.11.97	"Purchase A/c"					Folio No.1 4219.00 Dr.
	To Amount Paid for Cash Purchase of Raw Material	15		4219.00		
	"SALES A/C"					Folio No.2
5.11.97	By Sale of Goods in Cash				1992.00	
	By Sale in Credit	J.V.No.4			1345.00	3337.00 Cr.
	"SUNDRY DEBTORS/CREDIT SALE A/C"					Folio No.3
5.11.97	To Credit Sale	J.V.No.4		1345.00		1345.00 Dr.

Note:--

Separate folio may be opened for each Account.

DEAD STOCK ITEMS REGISTER

FORM NO. 3

PAGE NO.

NAME OF ARTICLE/ITEMS:

Date/Year of Account	Receipts/Purchases during the Year	Issues/Disposals, if any, during the year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Balance brought forward	Receipts/Purchases during the Year	Issues/Disposals, if any, during the year	Total Qty. (2+5)	Total Value (2+5)	Qty. of Items (2+5)	Value of Items (2+5)	Charge to Col. (3-11)	When credited to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order	When issued to final order

Notes:-

- (1) Separate Page/Folio may be allotted for each Item of Stock /Store. The Dead Stock Items purchased and issued /disposed off may be accordingly shown on respective pages.
- (2) Issues means: issued for temporary use in the Canteen to one of the Canteen employees against proper Receipt. When an item is shown issued it still remains the property of the Canteen
- (3) Disposed means when an item of property is finally disposed off by Sale or Auction or is written off.
- (4) A separate Register for Crockery Stock may be maintained in the above Form by suitably modifying the Columns ( with the approval of Managing Committee ) where ever considered necessary.

RAW MATERIAL / CONSUMABLE ITEMS

STOCK REGISTER

Form No. 4

Folio No. ....

NAME OF ITEMS (S)

Items	Date		Balance B/V from		Receipts/Purchases		Total (Stock)		Issue		Balance c/o to		Initials/Remarks						
	Previous day	Today	Rate/Per Unit (Rs.)	Value (Rs.)	Particulars/Qty. (2)	Rate/Per Unit (Rs.)	Value (Rs.)	Qty. (2)	Rate/Per Unit (Rs.)	Value (Rs.)	Proceeding day	Rate/Per Unit (Rs.)	Value (Rs.)	Initials/Remarks					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
5.11.97	-	-	-	-	10 Kg.	60.00	600.00	10 Kg.	60.00	600.00	10 Kg.	60.00	600.00	-	Nil	Same	To		
5.11.97	10Kg.	15.50	155.00	CM No.1 dt.5.11.97	25 Kg.	15.50	387.50	35 Kg.	15.50	542.50	24 Kg.	15.50	372.00	-	11 Kg.	Rate	ts		
-do-	1Kg.	160.00	160.00	-do-	1 Kg.	160.00	160.00	2 Kg.	160.00	320.00	200g.	160.00	48.00	-	1.700Kg.	in	at	the	
-do-	2Kg.	268.00	536.00	-do-	2 Kg.	268.00	536.00	4 Kg.	268.00	1072.00	1.5 Kg.	268.00	402.00	-	2.5kg.	Col.	rates		
-do-	5Kg.	8.00	40.00	-do-	5 Kg.	8.00	40.00	10Kg.	8.00	80.00	5kg.	8.00	24.00	-	7kg.		/noted		
-do-	5Kg.	43.00	215.00	-do-	5 Kg.	43.00	215.00	10kg.	43.00	430.00	4 kg.	43.00	172.00	-	6kg.		in	Col.	

CONTD...



[Continued Form No.4]

NOTES:-

- (1) AA Separate Page/Folio may be opened /alloted for each item.
- (2)\* For Rate in Colum No.10 (Total Quantity of Store /Material)the Average Rate worked out on the basis of Rate available in Column 3 (for Opening Balance) and in Column 7 (For Fresh Purchase) may be adopted on the basis of Total Quantity(Colum 9) and Total Value (colum 11).
- (3)\*\* The Rate in Column No.13(Issue ) and Column No.17 (Closing Balance) Should be the same as worked out and indicated in Column No.10 (Total Stock Quantity for the particular day). The total of Stock/Material for Issue Column and Closing Balance Column to be calculated at this Rate.
- (4) The Quantity, Rate and Value shown under Closing Balance (Column 16.17 & 18) to be Carried Over to next day (in Cloumn No. 2.3 & 4).
- (5) The Value in Column No.07 of Indent Form (Form No.12) to be taken from this Register and to be calculated at the Rate worked out and indicated in Column10/13. This is necessary to know the total cost of Raw Material used and Sale amount received /receivable on each day to ascertain financial position of the Canteen on day to day basis.
- (6) Separate Stock Register to be maintained for Stock of Coupons (see From No.10)
- (7) The Qty. of Material issued as per this Register should agree/tally with the Qty. shown in Daily Indent (Form No.12) and Kitchen Register (From No.5)
- (8) Any Item received back by the Store Incharge which is unused/unsold (as indicated in the Indent Form No.12), that should be taken back in this Register in Col. No.15 and then Closing Balance of Stock should be arrived at.

DAILY REGISTER FOR KITCHEN

(FORM NO. 3)

DATE: 5.11.97

KITCHEN REGISTER

PAGE NO.

RAW MATERIAL ACCOUNT

ITEMS PREPARED

S.NO.	RAW MATERIAL				S.NO	Items prepared	Quantity prepared	Quantity Issued to Counter Sales man
	Items Received	Quantity Received	Quantity Used	Unused Balance (To be returned to Store Inch-charge)				
1	2	3	4	5	6	7	8	
01.	Khoya	10kg.	10kg.	-	1. Khoya Burfi	450 Pcs.	450 Pcs.	
02.	Sugar	24kg.	24kg.	-	2. Tea Cups(M/L)	300 Cups	300 Cups	
03.	Tea (Red Label)	0.300kg.	0.300kg.	-	3. Tea Cups(G/L)	1500 Cups.	1500 Cups.	
04.	Tea (Green Label)	1.500kg.	1.500kg.	-	4. Samosa	350 Pcs.	350 Pcs.	
05.	Maids	3.000kg.	3.000kg.	-	5. Dosa	50 Pcs.	50 Pcs.	
06.	Ghee (Vanaspoti)	4kg.	4kg.	-	6. Idli	40 Plates	40 Plates	
07.	Potato	15kg.	15kg.	-				
08.	Rice	4kg.	4kg.	-				
09.	Besan	0.500kg	0.500kg	-				
10.	Dal (Channa)	0.250kg	0.250kg	-				
11.	Dal(Urd)	1kg.	1kg.	-				
12.	Dal(Arhar)	2.500kg	2.500kg	-				
13.	Onion	0.500kg	0.500kg	-				
14.	Milk	36Ltr.	36Ltr.	-				
15.	-	-	-	-				
16.	-	-	-	-				
17.	-	-	-	-				

Signatures

- (1) Malwai/Kitchen Clerk \_\_\_\_\_
- (2) Counter Salesman  
(in token of receipt of Items prepared in Kitchen) \_\_\_\_\_
- (3) Manager/Deputy General Manager/  
General Manager \_\_\_\_\_

Note:-

The Quantity of Raw Material received should agree with the quantity shown in Requisition/Indent (Form No.12 Column 4) and quantity of Raw Material used and returned (Unutilized) should agree with the quantities shown in Daily Preparation/Production Register Form No.8 and Indent Form No.12 respectively. All these quantities should finally tally with the figures shown in Raw Material Stock Register (Form No.4).

DAILY PREPARATION/PRODUCTION (FOOD STUFF) REGISTER

(FORM NO. 6)  
PAGE No

DATE : 05.11.97

S.No.	Particulars of Items Prepared	CONSUMPTION OF RAW MATERIAL QUANTITY (Kgs)											No. of Items Prepared	Quantity Brought Forward	Total (Col. 17+18)	Sold (Cash + Credit)	Wastage, if any	Bal. b/c			
		Kluy/Sugar	Tea (R/L)	Milk (In Ltrs)	Maida	Whee	Potato/Rice	Basan Dal	Chana Dal	Urd Arhar	Dal Dal	Onion									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1.	Khoya Burti	10	6	-	-	-	-	-	-	-	-	-	-	-	-	450	-	450	450	-	-
2.	Tea Cane (R/L)	-	3	0.300	-	6	-	-	-	-	-	-	-	-	-	300	-	300	300	-	-
3.	Tea Cane (G/L)	-	15	-	1.500	30	-	-	-	-	-	-	-	-	-	1500	-	1500	1500	-	-
4.	Basan	-	-	-	-	3	3	3	10	-	-	-	-	-	-	350	-	350	350	-	-
5.	Dosa/Fuli	-	-	-	-	-	-	1	5	4	0.500	0.250	1	2.500	0.500	30 Dosa 40 Plates	-	50	50	-	-
6.	Wads	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40 Plates	-	40	40	-	-
7.	Chai Bani	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1011	-	-	-	-	-
8.	Boiled Potato	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	19	24	6.300	1.500	36	3	4	15	4	0.500	0.250	1	2.500	0.500						

Signatures: (1)

(Kitchen Clerk)

(2)

(Manager/Dy. General Manager/  
General Manager)

Note:- (1) Sufficient spaces/Columns both horizontally and vertically may be provided to cover extra/additional items as per requirements of each Category.

(2) The quantity of Raw Material used and quantities prepared therefrom (as shown above) are only illustrative and actual quantities and size of the items prepared would depend upon consumption/Stores specifically laid down.

(3) Total Raw Material used should agree with the entries as per Stock Registers.

(4) The quantities shown in Column No.19 should agree with total quantities shown in Daily Sale Register (Form No.2)



(FORM NO.7)

JOURNAL VOUCHER

Page No.  
VOUCHER NO.4

DATE: 5.11.97

Particulars	Debits Rs.	Credits Rs.
Sundry Debtors (Credit Sales A/c)		
Shri 'X' J.S.	217.00	
Shri 'Y' D.S.	177.00	
Ministry of XYZ	484.00	
Ministry of ABC	467.00	
To Sale A/c		1345.00
Total	1345.00	1345.00

Being the amount due from above parties toward Credit Sale of Refreshment Items.  
Documents enclosed.

Prepared by  
Accountant/Accounts Clerk

Manager/Deputy General  
Manager/General Manager

Note:- To be posted in Ledger on respective folios.

Daily Sales Register (Summary for Cash and Credit Sales)

Page No. \_\_\_\_\_

Date: 5.11.97

S.No.	Particulars/ Items	Quantity received from Store/ Kitchen	Rate (Sale Price per item)	Quantities sold		Balance if any (Col.3-7)	Amount received/due		Total Col.9+10 of (3x4)		
				Cash	Credit		Cash (received) Rs. (4x5)	Credit (due) Rs. (4x6)			
1	2	3	4	5	6	7	8	9	10	11	
1.	Khoya Surf1	450	1.60	400	50	450	-	600.00	75.00	675.00	
2.	Tea Cups (R/L)	300	0.75	250	70	300	-	175.00	52.00	225.00	
3.	Tea Cups (G/L)	1500	1.50	1000	500	1500	-	1500.00	750.00	2250.00	
4.	Samosa	350	0.75	300	50	350	-	225.00	35.00	260.00	
5.	Dosa	50	4.50	40	10	50	-	180.00	45.00	225.00	
6.	Idli	40	2.00	35	5	40	-	70.00	10.00	80.00	
7.	Chanda Cola	98	8.00	78	20	98	-	608.00	160.00	768.00	
8.	Limca	48	8.00	28	20	48	-	224.00	160.00	384.00	
9.	Biscuits	56	4.00	25	5	56	-	100.00	20.00	120.00	
10.	Patties	30	3.50	20	10	30	-	70.00	35.00	105.00	
Total (Sales)							3750.00	1245.00	5095.00		

Signatures 1. Counter Clerk/Accounts Clerk

2. Manager/Deputy General Manager/General Manager

(Cont...Form No.6)

NOTES:-

1. The items received from Kitchen and Store should agree with the quantities shown in Daily Preparation/Production Register for items cooked in Kitchen and Consumable Items Stock Register/Indent Form No.12 for ready items like Cake, Soft Drinks and Biscuits etc.
2. The balance /unsold quantities to be returned to stores at the end of each day. The unsold items which cannot be preserved may be destroyed with the approval of the Honorary Secretary/Chairman. Wastage to be avoided totally by exercising proper care and planning.
3. More Subsidiary Registers could be opened for Cash Sales if done through more than one Counter. At the end of each day, the Sales from different Registers should be totalled and written in this Register.
4. Quantities and amounts due on account of Daily Credit Sales to be noted in this Register from Register for Credit Sales (Form No.9) at the end of each day.

DAILY CREDIT SALES REGISTER

(Form No. 9)

Date: 5.11.97

Page No. \_\_\_\_\_

S.No.	Items	Rate per	Ministry/office/Officer wise details for Credit Sale/amount due	Total										
Item	Sh.'X'(J.S)	Sh.'Y'(D.S.)	M/o "XYZ"	M/o "ABC"	Deptt. of	Total								
Rs.	Qty.	Amount (Rs.)	Qty.	Amount (Rs.)	Qty.	Amount due (Rs.)								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.	Khoya Burfi	1.50	10	15.00	10	15.00	20	30.00	10	15.00	-	-	50	75.00
2.	Tea Cups (E/L)	6.75	15	11.00	15	11.00	20	15.00	20	15.00	-	-	70	52.00
3.	Tea Cups (G/L)	1.50	50	75.00	30	45.00	200	300.00	220	330.00	-	-	500	750.00
4.	Samosa	0.75	10	8.00	10	8.00	20	15.00	10	7.00	-	-	30	36.00
5.	Dosa	4.50	-	-	2	9.00	4	18.00	4	18.00	-	-	10	45.00
6.	Idli	2.00	-	-	1	2.00	2	4.00	2	4.00	-	-	5	10.00
7.	Campa Cola	8.00	7	56.00	5	40.00	4	32.00	4	32.00	-	-	20	160.00
8.	Limca	8.00	5	40.00	4	32.00	7	56.00	4	32.00	-	-	20	160.00
9.	Biscuits	4.00	3	12.00	2	8.00	-	-	-	-	-	-	5	20.00
10.	Patties	3.50	-	-	2	7.00	4	14.00	4	14.00	-	-	10	35.00
(a) Total (Amount due)			217.00	177.00	484.00	467.00	484.00	467.00	467.00	1345.00	(A)			
(b) Progressive amount due up to previous day.			-	-	-	-	-	-	-	-	(B)			
(c) Total (a)+(b)			217.00	177.00	484.00	467.00	467.00	467.00	467.00	1345.00				
(d) Amount received to day (Cheque No. & date to be given)			-	-	-	-	-	-	-	-	(C)			
(e) Balance still due (Col.c-d) C/O to next day.			217.00	177.00	484.00	467.00	484.00	467.00	467.00	1345.00	(D)			

(Printed in Ledger vide J.V.No.4 dt.5.11.97)

Signatures 1. Manager/Deputy General Manager/General Manager

(Cont. Form No. 9.)

NOTES:--

- (1) A. Total amount of Credit Sales for the day to be posted in Ledger (From No.2) by means of a Journal Voucher (From No.7) by Debit to "Sundry Debtors (Credit Sales A/c)" and Credit to "Sales A/c".
- (2) B. Represents total amount due from all Parties up to the end of previous day. This amount should also agree with the Net Balance as per Ledger under the "Sundry Debtors A/c" on that day.
- (3) C. Represents amount received on the day towards Credit Sales done in the past. This total amount to be recorded in Cash Book (Form No.1) on Receipt side and in the Ledger by Credit to "Sundry Debtors A/c".
- (4) D. Represents total amount due at the end of each day. This should agree with the Net Balance in Ledger under "Sundry Debtors A/c" after including all posting done through Cash Book and Journal Voucher.
- (5) Separate record may be kept for keeping record of Bill Nos. through which demands are raised by the Canteen.
- (6) Details of Cheque No. & Date may be given in Brackets below the amounts concerned as and when these are received from Debtors concerned.
- (7) Sufficient space/Columns may be provided to accommodate all Debtors/Parties for each day.

**COUPON STOCK REGISTER**  
\*\*\*\*\*

(FORM NO. 10)  
PAGE NO. \_\_\_\_\_

DEMINATIONS: 0.25P/0.50P/0.75P/Re.1.00

Date	OB/Balance B/F (Colour)		Stock received (Colour)		Particulars and Date		Issued (Colour)		Signature of		Balance (Colour)		Remarks					
	From	To	From	Total	From	Date	From	To	From	Total	From	To		Initials of				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
5.11.57	0001	5000	5000	0.25P	-	-	-	-	-	-	1	1000	1000	-	1001	5000	4000	
	0001	4500	4500	0.50P	-	-	-	-	-	-	1	2000	2000	-	2001	4500	2500	
	0001	4000	4000	0.75P	-	-	-	-	-	-	1	2000	2000	-	2001	4000	2000	
	0001	5000	5000	Re.1.00	-	-	-	-	-	-	1	1000	1000	-	1001	5000	4000	

**NOTES:-**

- (1) Separate Folio may be given to each type/denomination of Coupon.
- (2) Coupons of different denominations must be in different Colour and the same is to be clearly mentioned in the Stock Register. While placing order the printer is to be directed to clearly mention the details of colours in his Bill.

**COUPON SALE REGISTER**

(FROM NO.11)

Date: 5.11.97

PAGE NO. -----

S.No.	Denominations (Colour)	Stock Received			Sold on 5.11.97			Balance Stock			Amount Collected.
		From	To	Total No.	From	To	Total No.	From	To	Total No.	
1	2	5	4	5	6	7	8	9	10	11	12
1.	0.25P.	1	1000	1000	1	500	500	501	1000	500	125.00
2.	0.50P.	1	2000	2000	1	634	634	635	2000	1366	317.00
3.	0.75P.	1	2000	2000	1	1000	1000	1001	2000	1000	750.00
4.	Re.1.00	1	1000	1000	1	800	800	801	1000	200	800.00
5.	Rs.1.50	-	-	-	-	-	-	-	-	-	-
<b>Total</b>										<b>1992.00</b>	

Total 1992.00  
 (Rs. one thousand nine hundred and Ninety two only)

Signature: \_\_\_\_\_  
 (1) \_\_\_\_\_ (Coupon Clerk)

Checked: \_\_\_\_\_  
 (and above amount received)  
 (2) \_\_\_\_\_ (Manager)

Notes:-

(1) The Cash to be deposited daily with the Manager and Receipt/Signature obtained on this Register.  
 (2) This amount to be posted in the Cash Book (Form No.1).

DAILY MATERIAL REQUISITION (INDENT) FORM

(Form No.12)

Date: 5.11.97

Serial No. \_\_\_\_\_

S.No.	Items	Quantity required	Quantity issued	Quantity used/sold	Unused/unsold Material as in Column 5 received (Rs.)	Purchase Material as in Column 5 (Rs.)	Value of Material sold/used	Remarks
1	2	3	4	5	6	7	8	
1.	Khoya	12.000 Kg.	10.000 Kg.	10.000 Kg.	-	600.00	660/-	
2.	Sugar	25.000 Kg.	24.000 Kg.	24.000 Kg.	-	372.00	615.50/-	
3.	Tea (R/L)	0.500 Kg.	0.300 Kg.	0.300 Kg.	-	48.00	6150/-	
4.	Tea (G/L)	1.500 Kg.	1.500 Kg.	1.500 Kg.	-	402.00	6288/-	
5.	Maida	3.000 Kg.	3.000 Kg.	3.000 Kg.	-	24.00	98/-	
6.	Ghee	5.000 Kg.	4.000 Kg.	4.000 Kg.	-	172.00	643/-	
7.	Patato	17.000 Kg.	15.000 Kg.	15.000 Kg.	-	120.00	68/-	
8.	Rice	5.000 Kg.	4.000 Kg.	4.000 Kg.	-	32.00	68/-	
9.	Pesaa	1.000 Kg.	0.500 Kg.	0.500 Kg.	-	9.00	618/-	
10.	Dal (Channa)	0.500 Kg.	0.250 Kg.	0.250 Kg.	-	4.00	615/-	
11.	Dal (Urd)	1.000 Kg.	1.000 Kg.	1.000 Kg.	-	22.00	622/-	
12.	Dal (Arabar)	2.500 Kg.	2.500 Kg.	2.500 Kg.	-	65.00	626/-	
13.	Onion	0.500 Kg.	0.500 Kg.	0.500 Kg.	-	3.00	66/-	
14.	Milk	40 Ltr.	36 Ltr.	36 Ltr.	-	396.00	611/-	
15.	Campa Cola	4 Crates	4 Crates	4 Crates	-	672.00	6168/-	
16.	Limca	2 Crates	2 Crates	2 Crates	-	336.00	6168/-	
17.	Biscuits	30 Pkts.	30 Pkts.	30 Pkts.	-	111.00	63.70/-	
18.	Patties	30 Pcs.	30 Pcs.	30 Pcs.	-	90.00	63/-	
					Total	3478.00		

Signatures:

(General Manager/Deputy General Manager/Manager)

(For Col.3)

(1) (Store Keeper/Clerk) (For Col 4.)

(2) (Halwai/Kitchen Clerk/Counter Clerk (For col.4-on receipt of Material)

(Storekeeper/Clerk) (For Col.6)



(Contd. Form No. 12)

Notes:-

- (1) Items of Material required on daily basis should be assessed and required Quantity be only Requisitioned/Indented.
- (2) On receipt of Material from Store, the Halwai/Kitchen Clerk/Counter Salesman/Clerk should note/take over the same in their Register maintained for Preparation and Sale, as the case may be. (Form No. 5 for Kitchen Clerk and Form No. 8 for Counter Salesman in respect of Readymade Items)
- (3) At the end of each day, the Store Incharge to indicate (in column No. 7) the Monetary Value of Daily Material used/sold (as per column No. 5). The value to be taken from Raw Material Stock Register (Form No. 4) at the Rate given in Column No. 13.
- (4) Daily Indent duly completed in all respects should remain in the custody of the Store Incharge and should be properly kept for ready availability to the Managing Committee when required.
- (5) Items, if any, noted in Column (C) should be simultaneously noted in the Raw Material Stock Register in appropriate Column for keeping the Stock Position accurately.
- (6) Separate Indent Form could be used for Kitchen and Counter items, if necessary. As far as possible, the number of Indents on a particular day be kept to the minimum for better and effective control.

LIST OF FORMS

\*\*\*\*\*

Form No. =====	Particulars =====
1.	Cash Book
2.	Ledger
3.	Dead Stock Item Register
4.	Raw Material/Consumable Items Stock Register
5.	Kitchen Register
6.	Preparation/Production (Food Stuff) Register
7.	Journal Voucher
8.	Daily Sales Register (Summary-Cash/Credit)
9.	Daily Credit Sales Register
10.	Coupon Stock Register
11.	Coupon Sales Register
12.	Daily Material Requisition/Indent Form.