

**Most Immediate
Reminder**

No.25/1/2008-Dir.(C)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

Lok Nayak Bhawan, Khan Market,
New Delhi, dated 6th October, 2010

OFFICE MEMORANDUM

Subject : Training of Group 'D' Employees of Departmental Canteens-
Nominations from Ministries/Departments – regarding/

The undersigned is directed to refer to this Department's O.M. of even no. dated 26.8.2010 on the above mentioned subject and to say that details of Group 'D' Canteen employees who have been placed in PB-1, was required to be furnished to this Department in the enclosed proforma for arranging training. It is, further stated that details of the Group 'D' Canteen employees have not been received in this office till date. All Ministries/Departments are once again requested that details of all Group 'D' Canteen employees, working in Departmental Canteens located outside Delhi, may be furnished in the enclosed proforma latest by **25th October' 2010** positively to enable this Department to compile the list for arranging training at the earliest before 31.3.2011.

Encl : As above



(G.K. Misra)
Section Officer(Canteens)

To :

1. All Ministries/Departments of the Government of India.
(Director/Deputy Secretaries Incharge, Administrative Division/Wing, as per standard list).
2. President's Secretariat, Rashtrapati Bhawan, New Delhi.

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3. Vice-President's Secretariat, Maulana Azad Road. New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Deputy Secretary(Admn.), DOPT, North Block, New Delhi.
6. Comptroller & Auditor General of India, New Delhi.
7. Director of Audit, Central Revenue, New Delhi.
8. Controller General of Accounts, Ministry of Finance, New Delhi.
9. Supreme Court of India, Tilak Marg, New Delhi.
10. Controller General of Defence Accounts, R.K. Puram, West Block, New Delhi.
11. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi 110011.
12. Administrator, all Union Territories as per standard list.
13. ✓ Tech. Dir. (NIC), Room No. 381, Lok Nayak Bhawan, New Delhi.
14. Section Officer (Canteens) with 30 spare copies.
15. Ministry of Tourism, (Sh. Vijay Kumar, Director), C-1, Hutments, Dalhousie Road, New Delhi-110011 w.r.t. O.M. No.3(9)/2008 CBSP, dated 9.8.2010.

Proforma

Name of the Ministries/Depts. _____

Location of Canteens with telephone number _____

Sl.No.	Name of the Group 'D' Employees and Designation (Tea/Coffee Maker, Bearer, Wash Boy and Safaiwala)	Qualification	Remarks