

MOST IMMEDIATE  
TIME BOUND

No. 3/1/2011 -Dir (C)  
Government of India  
Ministry of Personnel & Public Grievances & Pensions  
Department of Personnel & Training

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Lok Nayak Bhavan (3<sup>rd</sup> Floor),  
Khan Market, New Delhi, the 31/01/2011

**OFFICE MEMORANDUM**

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Subject:- Updating Data in respect of non-statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices in Delhi/outside the Delhi.

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The Office of the Director (Canteens) in the Department of Personnel & Training is the nodal authority for formulation of policies/guidelines for smooth running of the non-statutory departmental canteens and welfare of its employees.

2. It is proposed to update data in respect of non-statutory departmental canteens under the ambit of the Office of the Director (Canteens). Being the nodal authority in respect of canteens and its employees, it is considered necessary to prepare a data bank with respect to departmental canteens and its employees.

3. All canteens/Tiffin Rooms are, therefore, requested to furnish information in the enclosed proforma to this Department latest by **20.2.2011**.

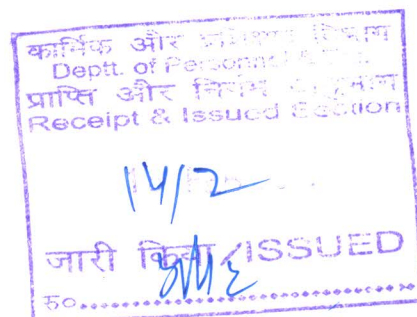
P. Tyagi

(Pratima Tyagi)

Director (Canteens)

To

Chairman Departmental Canteens.  
(As per list attached)



Annexure

**Details of Non-Statutory Departmental Canteens/Tiffin Rooms functioning  
in Central Government Offices.**

Sl. No.	Name & Full address of the Canteen/TR (with complete postal address, Tele/Fax No.	Name of the Ministry/Depts/Office under which canteen is functioning	Type of Canteen/TR, Registration No., (if already regd.) along with the date since when functional	Total No. of sanctioned posts (designation-wise)	Staff in position (designation-wise)	Educational Qualifications	Training imparted (if any)
1	2.	3.	4.	5..	6.	7	8

Reminder

F.No. 3/1/2011-Dir.(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

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Lok Nayak Bhawan, Khan Market,  
New Delhi, the 18 May, 2012

OFFICE MEMORANDUM

Subject:- Updating data in respect of Non-Statutory Departmental  
Canteens/Tiffin Rooms functioning in Central Government  
Department/Offices in Delhi/outside Delhi.

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The undersigned is directed to refer to this Department's O.M. of even number dated 07/2/2011 (copy enclosed) on the above mentioned subject and to say that the information sought by this Department has not been received so far in this Office. All Canteens/Tiffin Rooms are therefore, requested to prepare an update data in respect of non-statutory departmental canteens/tiffin rooms in the enclosed proforma and forward it to this Department at an early date.

  
(Pratima Tyagi)  
Director (Canteens)  
Tel: 24624722

Encl: as above