

No.13/4/2009-Dir.(C)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

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Lok Nayak Bhawan, Khan Market.  
New Delhi, dated 22<sup>nd</sup> July, 2009

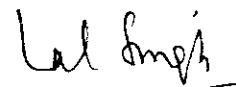
**OFFICE MEMORNADUM**

Subject : Concerted efforts to increase the representation of women in  
Central Govt. jobs – regarding.

As a measure of staff welfare, Departmental Canteens/Tiffin Rooms have been set up in Central Govt. Offices/Establishments to make available hygienically prepared beverages, snacks and meals to the employees during the working hours at reasonable rates. One lady member, if available in the Deptt./Office is to be nominated by the Chairman of the Managing Committee as a co-opted member. The Committee may review the prices of eatables sold in the canteen with the objectives of the welfare of the Government employees. Instructions exist wherein separate ladies room has been provided in the Departmental Canteens.

2. A meeting was held under the Chairmanship of Secretary(Personnel), Department of Personnel and Training on 25.6.2009 with the representatives of Central Ministries/Deptts. to discuss the issue regarding concerted efforts to increase the representation of women in Central Govt. jobs. Many participants emphasized the need to have food courts/ better canteen facilities etc. in the Departmental canteens functioning in Central Government Offices which could relieve women employees a great deal.

3. In view of para 2 above, all the Ministries/Deptts./Offices are requested to improve the working conditions of the canteens with a view to upgrade existing facilities and bring these to the notice of Attached/Subordinate Offices for similar action.



( Lal Singh )  
Director(Canteens)  
Tel. No. 24624893

To:

1. Director/Deputy Secretaries Incharge, Administration Division/Wing of all Ministries/Departments of the Government of India as per standard list.

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2. Under Secretary(Coord.), DOPT, North Block, New Delhi.
3. Comptroller & Audit General, Bahadur Shah Zafar Marg, New Delhi.
4. Director of Audit Central Revenue, AGCR Building, New Delhi.
5. Controller General of Accounts, Loknayak Bhawan, New Delhi.
6. Supreme Court of India, Tilak Marg, New Delhi.
7. High Court of Delhi, Sher Shah Road, New Delhi.
8. Registrar General of India, Mansingh Road, New Delhi.
9. Controller General of Defence Accounts, West Block No. V, New Delhi.
10. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi-110011.
11. Administrator, all Union Territories as per standard list.
12. Sh. P. Prabhakaran, Deputy Secretary(Estt. 'C'), Deptt. of Personnel and Training, North Block, New Delhi w.r.t. his O.M. No. 35021/2/20059-Estt.(C), dated 30.6.2009