

No.25/1/2013-Dir. (C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi
Dated:-/07 July, 2015

Office Memorandum

Subject:- Training programme for Managerial Category and Cook Category Canteen employees of Non-Statutory Departmental Canteens- Nominations from Ministries/Department's-regarding.

The undersigned is directed to say that, with a view to impart professional skill to the employees working in Departmental Canteens functioning from Central Government Offices, it has been decided in consultation with the Ministry of Tourism to hold training programme for Managerial category and Cook category working in the Departmental Canteens. These training programme are **mandatory** and will be organized in the Institute of Hotel Management/FCIs located across the country.

2. The duration of the training programme would be 6 days. The scheduled dates of training programmes would be intimated in due course. TA/DA for trainees as admissible will be borne by the respective Ministry/Department.
3. The Ministries/Department's are requested to forward nomination of one or two Canteen employees for each batch in the enclosed proforma (I &II) to the Department of personnel & Training by 14th August, 2015.

P. Tyagi
(Pratima Tyagi)
Director (Canteen)
Tel. No. 24624722

Encl : As above

To:-

1. All Ministries/Department of the Government of India as per standard list. (Director/Deputy Secretaries Incharge, Administrative Division/Wing) for necessary action/further dissemination to all concerned establishments under them.
2. All Department Canteens.
3. Ministry of Tourism (Shri Vijay Kumar, Consultant), C-I Hutments, Dalhousie Road, New Delhi with respect to their letter number 3(9)/2008-CBSB dated 2nd July, 2015.

Name of the
Ministries/Departments/Offices _____
[For Delhi/Outside Delhi]

S.No.	Designation	Name of the Employee	Remarks
1.	General Manager		
2.	Deputy General Manager		
3.	Manager II		
4.	Manager-cum-Accountant		
5.	Asstt. Manager-cum-Storekeeper		
6.	Halwai-cum-Cook		
7.	Asstt. Halwai-cum-Cook		
8.	Canteen Attendant		

NOMINATION FORM

Nominee's Information

1. Name : _____
2. Designation : _____
3. Phone No. : _____
4. Min./Deptt./Off.: _____
5. Date of Birth : _____
6. Complete office Address : _____

7. Postal : _____

8. Admn. Section : _____
- Room No. : _____
- Building Name : _____
- City : _____
- Pin Code : _____
- Tel./Fax : _____