

MOST IMMEDIATE/SUPREME COURT CASE (TIME BOUND)

No. 13/10/2001-Dir.(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions,
Department of Personnel & Training

New Delhi, dated 22nd December, 2004

OFFICE MEMORANDUM

Subject:- Implementation of SIU recommendations on the review of norms for non-statutory Departmental Canteens functioning in Central Government Offices – regarding.

The undersigned is directed to say that, 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.

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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). The details of the staff to be engaged in the re-categorised Canteens have been mentioned in Annexures A(i) to A(xv). 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

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S.No.	Designation	Pay Scale
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:-

S.No.	Existing Designation	Revised Designation
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).

3. 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. 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 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).

4. 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. 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-3 above.

6. This issues with the approval of the Ministry of Finance (Department of Expenditure) and Home Finance Division vide their I.D No 2(8)/E.III Desk/2004 dated 21.12.2004 and Dy. No. 1894/AFA(P)/2004 dated 22.12.2004 respectively.

7. These orders will take effect from the date of issue of this O.M.

8. Hindi version of this O.M. will follow.


(S.M. SAHARIAR)
Director(Canteens)
Tele. 24625818

Encls. : As above

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To

1. All the Ministries/Departments of the Government of India (As per the standard list) (Attention: JS/Director (Administration) of the concerned Establishment.) for necessary action for further dissemination to all concerned Establishment/ Attached/ Subordinate Offices under their jurisdiction and administrative control.
2. Comptroller & Auditor General of India, 10 Bahadurshah Zafar Marg, New Delhi.
3. The Registrar, Supreme Court of India, Tilak Marg, New Delhi.
4. Ministry of Finance, Department of Expenditure, E-III Desk. North Block, New Delhi.
5. Director, Staff Inspection Unit, Ministry of Finance, Department of Expenditure, Lok Nayak Bhavan, Vth Floor, Khan Market, New Delhi.
6. All Controllers of Accounts in Ministries/Departments.
7. Home (Finance) Division, Ministry of Home Affairs, North Block, New Delhi.
8. Department of Administrative Reforms and Public Grievances, A.R. Wing, Sardar Patel Bhavan, New Delhi.
9. Division of Retraining and Redeployment, Department of Personnel & Training, Lok Nayak Bhavan, New Delhi.
10. CGDA, West Block V, R.K. Puram, New Delhi-110066.
11. Director (Admn.), DOPT, North Block, New Delhi
12. Section Officer (Canteens), DOPT, Lok Nayak Bhawan, New Delhi (with 300 spare copies).

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 -B

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

S. No.	Existing Designation	Existing Pay scale	Designation now adopted on the recommendations of the SIU	Pay scale 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	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

From:

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

To

The Director (Canteens)
Department of Personnel & Training,
Room No.361, 3rd 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 recategorised 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,

(PTO)

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 2(i)(a) and 3 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.