

No.22/2/97-Dir(C)

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भारत सरकार
GOVERNMENT OF INDIA
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
कार्मिक और प्रशिक्षण विभाग
DEPARTMENT OF PERSONNEL AND TRAINING
नई दिल्ली

NEW DELHI Dated, the 09 June 1999

कार्यालय ज्ञापन
OFFICE MEMORANDUM

Subject:- Regarding upgradation of existing Departmental Canteens/Tiffin Rooms and opening of new Departmental Canteens/Tiffin Rooms

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The undersigned is directed to draw attention of the various Departments to the Department of Personnel and Training's O.M. No.3/1/92-Dir(C) dated 22.6.98 revoking/lifting the ban on creation and filling up of posts in Canteens, imposed vide O.M. of even No. dated 30.1.92/3.2.92.

2. After issue of above orders this Department is in receipt of numerous requests for upgradation of existing Canteens/Tiffin Rooms and for opening of new Canteens/Tiffin Rooms also.

3. Upgradation of existing Canteens/Tiffin Rooms and opening of new Canteens/Tiffin Rooms would inevitably involve creation of posts, resulting in additional expenditure. As such approval for creation of additional posts on account of upgradation/opening is required to be obtained from the Department of Expenditure, Ministry of Finance by the concerned Departments/Ministries themselves. Needless to add, therefore, that each and every proposal for upgradation/opening of Canteen/Tiffin Room would need to be carefully processed and only the meritorious cases recommended to the Govt. In this regard, the following important aspects should be given due weightage before any case is taken up for upgradation/opening of Canteen/Tiffin Room:-

POINTS TO BE CONSIDERED BEFORE OPENING OF A NEW CANTEN/TR IS RECOMMENDED TO THE GOVERNMENT :-

- (i) Date of setting up of office in above location (The office required to be catered to).

- (ii) Sanctioned Staff strength of the office to be catered to (only the Staff strength of the concerned office under which it is being set up to be taken into account).
- (iii) Details of other offices in the vicinity or in the same Building/Block alongwith sanctioned Staff strength.
- (iv) Is there some other Canteen/Tiffin Room functioning in the vicinity or in the same Building/Block?
- (v) What is the present arrangement for catering?
- (vi) What are the pressing reasons that the present arrangement cannot be continued?
- (vii) What are the arrangements for Accommodation, infrastructural requirements available to facilitate opening of the Canteen/Tiffin Room?

POINTS TO BE CONSIDERED BEFORE UPGRADATION OF EXISTING CANTEENS/TIFFIN ROOMS IS RECOMMENDED TO THE GOVERNMENT:-

- (i) Whether the existing Canteen/Tiffin Room stands registered with the office of Director(Canteens) and if so the Registration No. allotted. If not, whether the functioning of the Canteen/Tiffin Room stands regularised in terms of this office O.M. No.3/4/96-Dir(C) dated 20.3.97?
- (ii) Sanctioned Staff strength of the the office it is catering to (only the Staff strength of the concerned office, under which it is functioning, should be taken into account for deciding the eligibility of type of Canteen/Tiffin Room).
- (iii) Details of other offices in the vicinity or in the same Building/Block alongwith sanctioned Staff strength.
- (iv) Is there some other Canteen/Tiffin Room functioning in the vicinity or in the same Building/Block?
- (v) What are the changes in the sanctioned Staff strength of the office in comparison to the original Staff strength at the time of establishment of the Canteen/Tiffin Room, leading to seeking re-categorisation (upgradation) of the Canteen/Tiffin Room?


(vi) What are the pressing reasons that the catering cannot be managed with the existing categorisation of the Canteen?

(vii) What are the arrangements for providing additional Floor Area, Capital/infrastructural requirements due to upgradation of the Canteen/Tiffin Room? Whether an upgraded Canteen can become operational within the existing facility or whether additional accommodation etc. would be required? If so, whether funds are available for upgrading the facility?

4. Proposals for upgradation of the existing Canteens/Tiffin Rooms and for opening of new Canteens/Tiffin Rooms may be referred to this office enroute the Ministry of Finance(Department of Expenditure) through Departmental Channels only. It will not be possible to process applications received directly from the Establishments in the matter without the recommendations of the controlling Ministry/Departments.

5. It is pertinent to mention here that the Ban on creation/filling up of vacancies was imposed solely due to financial constraints. After review of the matter, it had been decided to lift the ban mainly, to allow filling up of vacancies in the existing Canteens/Tiffin Rooms caused due to deaths, retirements, terminations etc. which were in some cases leading towards closure of certain Canteens/Tiffin Rooms. Though the lifting up of ban on creation/filling up of vacancies does not preclude upgradation of the existing Canteens/Tiffin Rooms, all the Ministries/Departments may consider processing only the most pressing and deserving cases.

6. Approval for creation of posts as and when given by the Department of Expenditure, may invariably be reported to the office of Director(Canteens) with all relevant particulars like the type & location of Canteen/Tiffin Room, No. of existing/additional posts sanctioned etc.


(S.T. RAJAN)
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To

1. All Ministries/Departments to the Government of India(as per standard list).
(For kind attention of Directors/Deputy Secretaries incharge of Administration/
Establishment Divisions).

2. Ministry of Finance/Department of Expenditure (E-Coord-I).
3. Ministry of Home Affairs, Home Finance Division, North Block, New Delhi.
4. CGDA, R.K. Puram, New Delhi.
5. All Controller of Accounts in Ministries/ Departments.
6. Comptroller and Auditor General of India, Bahadur Shah Zafar Marg, New Delhi.
7. The Registrar, Supreme Court of India, Tilak Marg, New Delhi.
9. Office of the Joint Secretary(Training) and CAO, Ministry of Defence, C-II Hutments, Dalhausie Road, New Delhi-110011.