

## DEPARTMENTAL CANTEEN

26.1 Meeting the refreshment needs of employees in offices and workers serving in industrial establishments during their working hours is an obligation undertaken by every welfare oriented organisation. This responsibility can be fulfilled by running a well organised departmental canteen which will meet the welfare needs of employees and also make them more efficient at their work. A departmental canteen is therefore set up at government cost, inside a government department/office/establishment at 'No Profit No loss" basis by employing the authorised number of canteen workers, whose affairs are controlled by a Managing Committee constituted by the Department/Office concerned.

26.2 The functioning of the departmental canteens is on the basis of instructions contained in the "Administrative Instructions on Departmental Canteen in Offices and Industrial Establishments" (Green Book) issued by Department of Personnel and Training. In smaller establishments employing less than 100 persons, tiffin rooms are set up instead of a full-fledged canteen. A Canteen/Tiffin Room is centrally registered with the Office of the Director of Canteens, DP & T, New Delhi. The Canteens/Tiffin Rooms, depending upon the strength of the establishment office staff have been categorised into the following types :

Total strength of the Department/Office/Establishment	Types of Canteen/Tiffin Room entitled
25 to 49	Tiffin Room Type 'B'
50 to 99	Tiffin Room Type 'A'
100 to 249	Canteen Type 'D'
250 to 499	Canteen Type 'C'
500 to 699	Canteen Type 'B'
700 to 1200	Canteen Type 'A'

If the strength of the office/establishment is more than 1200, the Canteens may be grouped and categorised as Type 2A, 3A and so on, with the approval of the Director of Canteens, Department of Personnel & Training.

The entitlement of various employees in various types of Canteens/Tiffin rooms is also provided in Green Book.

26.3 **Accommodation**

Accommodation for the canteen is to be provided by the department/office concerned. All initial provision of fixtures, fittings, lighting arrangement, water storage tanks, white washing etc. and their maintenance thereafter will be the responsibility of the civil works agency of that department/office. The floor area for a canteen should be sufficient to provide a dining hall of a size where 1/3rd of the office strength could be entertained at a time and preferably should have separate rooms for kitchen, pantry, store, gas/fuel room, dry ration, fresh vegetable room etc. The nominal rent payable by the departmental canteens and tiffin rooms for the office accommodation occupied by them is Re 1 per annum. Subletting of the canteen premises to any private person is not permissible.

#### 26.4 **Management**

A Managing Committee is constituted for each departmental canteen out of the officers and staff of the department/office occupying the building in which the canteen is located. A model Managing Committee consisting of seven members including the Chairman, Honorary Secretary, Official Member and Staff Side Members to represent Group 'C' and 'D' should be constituted. One lady may be nominated as a co-opted Member. The tenure of the committee shall be three years normally. The rules of business for running of a canteen will be framed by the Managing Committee. Head of the Department/Office may depute a government servant of the rank of Section Officer or below if he can be spared out of the existing strength of the department/office for part time or whole time assistance to the Managing Committee of the canteen.

#### 26.5 **Personnel**

The canteen staff is treated as holders of civil posts in connection with the affairs of the Union of India w.e.f. 01.10.1991 vide DP & Trg. O.M. No.12/5/91-Dir(C) dated 29.01.1992.

#### 26.6 **Hygiene and Sanitation**

Inspection of the canteens should be carried out at regular intervals and through surprise checks by the Head of the Office, members of the management committee and the medical officer of the local medical establishment. The managing committee should arrange to maintain a record of these inspections in the Inspection Register/Sanitary Diary. A suggestion-cum-complaint book should also be maintained in the canteen. Model sanitary rules as issued vide 5/11/72-Dir(C) dated 28.08.92 must be made clear to every canteen worker. All the measures to procure standard provisions should be undertaken to avoid adulteration. Stern disciplinary action should be taken against any employee of the canteen found indulging in or doing any act which may lead to the adulteration.

## 26.7 **Accounts & Audit**

Annual accounts comprising of income and expenditure, trading account, profit and loss account, balance sheet etc. must be prepared immediately on the close of the financial year. The account after having been internally audited, should be submitted to the integrated financial advisors of the department/office with copies to the director of canteen within one month of the close of every financial year.

26.7.1 It will be the responsibility of the canteen manager to complete and submit all accounts progressively prepared as on the last day of every month, within seven working days of the following month, after internal audit, to the honorary secretary for putting up to the managing committee.

26.7.2 The following account books and records are required to be maintained by the departmental/cooperative canteens :

- (i) Cash Book
- (ii) Ledger
- (iii) Stock Register (for expendable items, coupon books, crockery, empty containers etc.)
- (iv) Dead Stock Register
- (v) Preparation Register (to show eatables produced)
- (vi) Sales Register (Work Sheet)
- (vii) Coupon Sales Register
- (viii) Salary Register
- (ix) Attendance Register
- (x) Bill Register (for sales on credit)
- (xi) Kitchen Register (if a number of canteens are grouped together for kitchen functions)
- (xii) Journal (if number of daily transactions of credit sales and credit purchases exceeds five)
- (xiii) Annual Accounts

26.7.3 The internal audit of the accounts of canteen/tiffin rooms should be carried out by the departmentalized accounts organizations.

## 26.8 **Entitlement of employees in various types of Canteens/Tiffin rooms**

Sl.No.	Designation	Canteens Type				Tiffin Rooms	
		A	B	C	D	A	B
1	Manager	1	1	1	-	-	-
2	Asstt. Manager-	1	1	-	-	-	-

	cum-Store Keeper						
3	Manager-cum-Salesman	-	-	-	1	-	-
4	Counter Clerk/Salesman/ Kitchen Clerk	2	1	1	1	1	-
5	Coupon/Reserve Clerk	1	1	1	1	-	-
6	Halwai	1	1	1	1	-	-
7	Asstt. Halwai	1	-	-	-	-	-
8	Cook	1	1	-	-	-	-
9	Tea/Coffee Maker	1	1	1	1	1	1
10	Bearer	7	5	3	2	-	-
11	Washboy/Dish Cleaner	2	2	1	1	1	1
12	Sweeper	1	1	1	-	-	-
		19	15	10	8	3	2

26.8.1            26.8.1            In addition to above, the following staff is authorised in group of more than 'A' type Canteen under one management in lieu of staff at Serial Nos. 1 & 2 above.

		A Group of 2 'A' Type Canteens	A Group of more than 2 'A' type Canteens
1	General Manager	1	1
2	Deputy General Manager	-	1
3	Accountant	1	1
4	Cashier	1	1
5	Store-Keeper	1	1
6	Internal Auditor	1 (Part-time)	1(Part-time)

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