

No.5/1/2022-Dir. (C)  
Government of India  
Department of Personnel, P.G. and Pensions  
(Department of Personnel & Training)  
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3<sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market,  
New Delhi dated 01/08/2022.

**OFFICE MEMORANDUM**

**Subject:** - Staff strength in Non- Statutory departmental canteens/Tiffin rooms functioning from Central Government Offices.

The undersigned is directed to refer to above mentioned subject and to state that Office of the Director (Canteens) is the nodal agency for laying down policies/ guidelines/ instructions on various aspects of Non-Statutory Departmental Canteens and its employees.

2. Government of India is working on mission mode for fill up the vacancies. Further, while formulating any policies for departmental canteens, its data as well as staff strength working in departmental canteens is required. As the Departmental Canteens are under administrative control of the Ministries/Departments from where they are functioning, therefore, it is the responsibility of concerned Ministries/Departments to collect information from their subordinate/field offices and to furnish the same to DoP&T by 31.09.2022 in the proforma enclosed herewith.

3. Ministries/Departments may also indicate the steps taken to fill up the vacant posts and reasons as to why the posts are lying vacant. **This may be treated on priority** and provide the information within the stipulated date positively

Encl. As above

*Kulbhushan Malhotra*

(Kulbhushan Malhotra)

Under Secretary to the Government of India

Tel No. : - 011-24646961

**Copy to:-**

1. All Ministries/Department's of the Government of India.  
(Director/Deputy Secretaries Incharge, Administrative Division/Wing as per Standard List).
2. President's Secretariat, Rashtrapati Bhawan, New Delhi.
3. Director (Admn.), DOP&T, North Block, New Delhi.
4. Director of Audit, Central Revenue, New Delhi.
5. Controller General of Accounts, Ministry of Finance, New Delhi.
6. Controller General of Defence Accounts, R.K. Puram, West Block, New Delhi.
7. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi-110011.
8. Administrator, all Union Territories as per standard list.

*US Canteen*  
*Love a Jayan B...*

## Annexure

S. No	Name & Postal address of Canteen/ Tiffin Room	Name of Office under which Canteen/ Tiffin Room is functioning	Type of Canteen/ Tiffin Room	Designation	Total no. of Sanctioned posts	No. of Posts lying vacant	No. of staff Superannuating upto 31.03.2023
				Manager-cum-Accountant			
				Manager (earlier Manager Grade-II)			
				Dy. General Manager			
				General Manager			
				Canteen Attendant			
				Clerk			
				Assistant Halwai-cum-Cook			
				Halwai-cum-Cook			
				Assistant Manager-cum-Store Keeper			

- Details of each Departmental Canteen/ Tiffin Room to be filled individually