

No. 21/1/2024-Dir.(CEC)
Government of India
Ministry of Personnel & Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan
Khan Market, New Delhi
Dated the 31st December, 2025

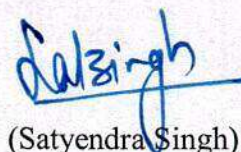
OFFICE MEMORANDUM

Subject:- Grant of funds under Modernisation of Non-statutory departmental canteens located in Central Government Offices- reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 02.07.2025 (copy enclosed) and 23.05.2025 on the above subject and to say that DoPT vide the ibid O.M.s has requested all Ministries/ Departments to submit their proposals after assessing the need of modernisation for non-statutory departmental canteens under their administrative control. The proposal is to be submitted in accordance with O.M. No.- 20/1/2015-Dir.(C) dated 31.07.2015 (copy enclosed) after obtaining approval of the respective IFDs of the concerned Ministries/ Departments. The details of Authorised Controller Code (Pr. AO), Authorised PAO code and Authroised DDO of the concerned Department are to be provided with the proposal.

2. The proposals would be considered for grant of funds in next Financial Year 2026-27 on first cum first serve basis. Since this is one time grant, the Ministries/ Departments who have already forwarded the proposals or received the grant earlier need not submit the proposal again.

3. All Ministries/Departments and their attached/subordinate offices are requested to assess the need for modernisation of Departmental Canteens under their administrative charge and forward their proposal to this Department at the earliest.


(Satyendra Singh)

Under Secretary to the Government of India
Tel No. :- 011-24646961

To,

All the Ministries/ Departments of Government of India (As per standard list).

Attention :- JS/ Director (Administration) of the concerned Establishment) for necessary action for further dissemination to all concerned Establishment/ Attached/ Subordinate Office under their jurisdiction and administrative control.

No. 21/1/2024-Dir.(CEC)
Government of India
Ministry of Personnel & Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan
Khan Market, New Delhi
Dated the 2nd July, 2025

OFFICE MEMORANDUM

Subject:- Grant of funds under Modernisation of Non-statutory departmental canteens located in Central Government Offices- reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 23.05.2025 (copy enclosed) on the above subject and to say that Canteen Employees Cadre Section, DoPT grants funds for modernisation of Non-statutory departmental canteens functioning from Central Government Offices. The Ministries/ Departments are requested to assess the need for modernisation of departmental canteens under their administrative charge and may submit their proposals in accordance with O.M. No.- 20/1/2015-Dir.(C) dated 31.07.2015 (copy enclosed) after obtaining approval of their IFDs.

2. The funds would be granted on first cum first serve basis and the proposals fulfilling criteria of O.M. dated 31.07.2015 would be granted funds in next Financial Year i.e. 2026-27. The details of Authorised Controller Code (Pr. AO), Authorised PAO code and Authorised DDO of the concerned Department/ Office of the respective departmental canteen is also to be provided with the proposal.

3. As this is one time grant, the Ministries/ Departments who have already forwarded the proposals or received the grant earlier need not submit the proposal again.


(Satyendra Singh)

Under Secretary to the Government of India
Tel No. :- 011-24646961

To,

All the Ministries/ Departments of Government of India (As per standard list).

Attention :- JS/ Director (Administration) of the concerned Establishment) for necessary action for further dissemination to all concerned Establishment/ Attached/ Subordinate Office under their jurisdiction and administrative control.

No.20/1/2015-Dir.(C)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, Khan Market,
New Delhi, dated 31st July, 2015

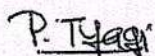
OFFICE MEMORANDUM

Subject : Grant of funds for Modernisation of Non-Statutory Departmental Canteens located in Central Government Offices.

The undersigned is directed to state that Department of Personnel and Training has initiated a scheme whereby financial assistance would be provided to individual Ministries/Deptts. and their attached/subordinate offices for the modernisation of Departmental Canteens under their administrative charge.

2. Approved scheme for provision of funds to Ministries/Deptts. and their attached/subordinate offices is enclosed for ready reference. The funds will be provided on first-cum-first serve basis.

3. All Ministries/Deptts. and their attached/subordinate offices are requested to assess the need for modernisation of Departmental Canteens under their administrative charge and forward their proposal for grant of funds to this Department after obtaining the approval of respective IFDs.


(Pratima Tyagi)
Director(Canteens)

Encl : As Above.

To

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 .

GRANT OF FUNDS FOR MODERNIZATION OF DEPARTMENTAL CANTEENS

Non-Statutory Departmental Canteens have been functioning in various Central Government Offices as one of the important measure of welfare for employees. In order to improve functioning of Departmental Canteen so that they effectively contribute towards welfare of employees, DOPT proposes to grant financial assistance in following pattern for Modernization of Departmental Canteens.

<u>CATEGORY OF CANTEENS</u>	<u>AMOUNT OF GRANT</u>
'D' Type Canteen	Rs. 5 lakhs
'C' Type Canteen 'B' Type Canteen 'A' Type Canteen '2A' Type Canteen	Rs. 10 lakhs
'3A' Type Canteen '4A' Type Canteen '5A' Type Canteen '6A' Type Canteen	Rs. 15 lakhs
'7A' Type Canteen '8A' Type Canteen '9A' Type Canteen '10A' Type Canteen	Rs. 20 lakhs

1. Introduction

DOPT recognizes the need for modernization of Departmental Canteens as a part of staff welfare measure. With a view to enhance staff welfare and satisfaction of employees, it is proposed to execute modernization of canteen through funding from non-plan budget of DOPT earmarked for staff welfare.

2 Aims and Objectives

The Scheme aims at modernization of the existing departmental canteens through suitable measure like upgradation of kitchen equipments, kitchenware providing furniture suitable for canteen requirement like high table, side table, improving storage capacity, safe and hygienic storage of raw materials through deep refrigerators and other related equipments.

3. Planning

While planning modernization, the requirement of Ministries/Departments/Offices to which the Departmental Canteen is catering should be taken into account.

- a) The planning need to take into account the requirement of total number of users. Ministry should also take into account minimum requirement of eatables/beverages for employees.
- b) The dining space requirement, sitting facilities should be planned in such a way that the allotted canteen space is able to meet requirement of average number of employees visiting the canteen.
- c) Need for fuel saving equipments may also be kept in view.
- d) Need for maintenance of hygiene and proper refrigeration of raw materials should be taken into account.

4. Modalities

The proposals received from various Ministries will be examined by a committee consisting of Dir (C) and US (W) under Chairmanship of Chief Welfare Officer, DOPT. Grants will be released based on recommendation of the Committee.

5. Basic Guidelines

The Scheme is applicable to Departmental Canteens under the administrative control of various Ministries/Departments/Attached/Subordinate Offices in Delhi/Outside Delhi.

Proposals need to fulfill the aims and objective of the Scheme. In case modernization proposal exceeds admissible grant amount, the Balance of expenditure may be funded by respective Ministries/Departments in consultation with IFD.

All materials to be used/procured for modernization should be based on functional requirement and should be cost effective.

The proposal should be prepared in accordance with the various provisions of General Financial Rules.

A certificate will have to be provided that funds granted for modernization of canteens will not be used for Capital Grants for starting new canteens, nor they would be used as replacement Grants and grants for repairing of main equipment as specified vide DOPT O.M. No.12/5/91-Dir(C) dated 09.04.1992 (Copy enclosed).

Procurement of furniture and other equipments, if included in the proposal, would be governed by the instructions relating to the purchase of stores as contained in Chapter-6 (Procurement of Goods and Services) of General Finance Rule, 2005.

The proposal should not involve any alteration in the basic structure of the building. Any addition to the electric loads should be done in consultation with the concerned authorities.

The Ministries/Departments, in consultation with the executing agency will ensure that standardized good quality materials are used in both civil and electrical works.

Proposals should contain approval of the Financial Adviser of the Ministry/Department concerned.

The proposal should be submitted in prescribed Proforma enclosed.

3. Guidelines for Proposals for Furniture

Proposal should clearly specify the number of each item of furniture proposed to be procured and present availability of furniture. The mode of acquisition of furniture will be left open to the Ministries/Departments after following requisite formalities.

The furniture to be procured should be environment-friendly and fire-resistant.

4. Guidelines for Proposals Relating to Demands for Equipment

Proposals relating to demand for Kitchen equipment should be part of the composite proposal. *Departments may consult and take technical guidance from Institutes of Hotel Management (IHM) functioning under the control of Ministry of Tourism located nearest to their canteen while finalizing the requirement/proposal for kitchen equipments.* For this purpose, list of such IHMs is enclosed. The purchase of such equipments should be made in accordance with the Chapter 6 (Procurement of Goods and Services) of the General Financial Rules, 2005.

The proposals relating to purchase for equipment should be supported by efficiency gains, and the necessity of the same in the Ministry/Department.

8. Implementation

The Ministries/Departments should monitor the execution of the projects to ensure that there is no gap between proposed modernization scheme and actual execution. The utilization certificates would be required to be furnished by the user Ministries/Departments.

9. Post Execution

Ministries/Departments should ensure proper upkeep and maintenance of their modernized canteens.

10. Other Guidelines

The Ministries/Departments/Attached/Subordinate Office will submit a Status Report within one month of completion of project.

PROFORMA**PROFORMA FOR SUBMISSION OF PROPOSALS SEEKING FUNDS UNDER THE
SCHEME FOR MODERNIZATION OF NON-STATUTORY DEPARTMENTAL
CANTEENS LOCATED IN CENTRAL GOVERNMENT OFFICES**

1.	Name of the Ministry/Department/Attached/Subordinate Office		
2.	Name and location of Departmental Canteen for which funds are required		
3	Type of canteen		
3.1	Need for modernizing the canteen		
4.1	Objectives to be met as a result of modernization of canteen		
4.2	Brief write up on how the upgraded facilities would benefit the users		
5 (a)	Component-wise details of the proposal and funds requirement (Items should be clearly prioritized and be mentioned in that order) – Rupees.		
Sl. No.	Item (s) required	Requirement of funds	
		Nos.	Cost (in Rupees)
1	2	3	4
	(i) Fur. & Fix. (ii) Equipments * (iii) Electrical (iv) Civil (v) Others * In case IHM has been consulted please indicate the same		
	Total		
6	State whether the proposal: (i) Has been approved by Financial Adviser? If so, attach a copy of the note showing his/her approval		

	ii) if modernization involves Civil & Electrical Works, please, attach existing layout plan for canteen as well as proposed layout plan and cost estimate separately for Civil & Electrical Work	
	iii) Certificate that funds will not be used for purposes Capital Grant, Replacement grant, Grants for repairing main equipment in compliance of DOP&T OM No. 12/5/91-Dir (C), dated 9.4.92 (copy enclosed)	
7.	Other information, as specified in the guidelines, justifying the proposal.	
8.	(a) Name and complete address of Pay & Accounts Office of the concerned Ministry/Department.	
	(b) Name and complete address of Chief Controller of Accounts (concerned Ministry/ Department)	
9.	Name address and telephone number of officer (s) who could be contacted for supply of additional information	
10.	List of Enclosures	

(Name of the Officer)
 Designation
 Ministry/Department/Office of
 Tele. No.

Institutes of Hotel Management following National Council for Hotel Management & C.T. Courses

List of Institutes offering B.Sc in Hospitality & Hotel Admin. with Specialization

Name of IHMs	Tel: / Fax no. / Email / Website
Institute of Hotel Management, S.J. Polytechnic Campus, Seshadri Road Bangalore-560001	Ph. No. 080-22262960 Fax: 080-22268562 E-mail: ihm@vsnl.com Website: www.ihmbangalore.kar.nlc.in
Institute of Hotel Management, CJT Campus, TTTI-Tharamani, P.O. Chennai-600113	Ph. No. 044-22542029 Fax: 044-22541816 Email: ihmchen@dataone.in Website: www.ihmchennai.org
Institute of Hotel Management Libraray Avenue, Pusa, New Delhi- 110012	Ph. No. 011-25842429 Fax: 25843177 Email: ihmputsa@rediffmail.com Website: www.ihmpusa.net
Institute of Hotel Management, Alto Porvorim, Bardez, Goa - 403521	Ph. No. 0832-2417252 Fax: 0832-2417209 Email: ihmgoa@sancharnet.in Website: www.ihmgoa.nic.in
Institute of Hotel Management, F-Row, D D Colony, Vidyanagar, Hyderabad-500007	Ph. No. 040-27427569 Fax: 040-27427898 Email: ihmhyderabad@rediffmail.com Website: www.ihmhyd.org
Institute of Hotel Management P-16, Taratola Road, Kolkata - 700086	Ph. No. 033-24014218 Fax: 033-24014281 Email: ihmcal@vsnl.net Website: www.ihmkolkata.com
Institute of Hotel Management Veer Savarkar Marg, Dadar (W), Mumbai-400028	Ph. No. 022-24457241 Fax: 24448779 Email: admin@ihmctan.edu Website: www.ihmctan.edu

List of Institutes offering B.Sc in Hospitality & Hotel Admin. (General Course)

Name of IHMs	Tel: / Fax no. / Email / Website
Guru nanak Institute of Hotel Management 157/F, Nilgunj Road, Panihati, Near Sodepur station, Kolkata West Bengal 700114	Ph NO. 033-25231245, 09836106964(M) Fax: 033-25231246 Email: info@gnihm.ac.in Website: www.gnihm.ac.in
Institute of Hotel Management, 1100 Quarters, Near Academy of Admn. Bhopal-462016	Ph No. 0755-2464397 Fax: 0755-2468046 Email: principal@ihmbpl.com Website: www.ihmbpl.com
Institute of Hotel Management, Veer Surender Sai Nagar, Bhubaneswar-751004	Ph. No. 0674-2581241 Fax: 0674-2586663 Email: hospitality@ihmbbs.org Website: www.ihmbbs.org
Dr. Ambedkar Institute of Hotel Management, Sector 42 D, Chandigarh - 160036	Ph. No. 0172-2604833 Fax: 2611956 Email: ihm_chd@yahoo.com Website: www.ihmchandigarh.org

Institute of Hotel Management, Bhaljipura Patla Kudasan, Gandhinagar-382421	Ph. No. 079-23276656 / 57 Email: ihmahd@vsnl.net Website: www.ihmahmedabad.com
Institute of Hotel Management, Village Barlar, G T Road, Gurdaspur - 143521	Ph. No. 01874-222501 Fax: 222502 Email: ihmgsd@jla.vsnl.net.in Website: www.ihmgurdaspur.org
Institute of Hotel Management, VIP Road, Barabari, Hengrabari, Guwahati - 781036	Ph. No. 0361-2337245 Fax: 2337226 Email: ihmctanghy@yahoo.com Website: www.ihmctanghy.org
Institute of Hotel Management, Airport Road, Maharajpur P.O. Gwalior - 474020	Ph. No. 0751-2471477 Fax: 0751-2471230 Email: ihmgtwl@bsnl.in Website: www.ihmgwalior.net
Institute of Hotel Management, Near Ramashish Chowk Opp. State Circuit House Hazipur 844101	Ph. No. 06224-274937 Fax: 276486 Email: ihmptna1@sancharnet.in Website: www.ihmhajipur.net
Institute of Hotel Management Near Bani Park Police Station, Sikar Road, Jaipur-302016	Ph. No. 0141-2202812 Fax: 0141-2200402 Email: ihmjpr_jpl@rediffmail.com Website: www.jaipurihm.com
Institute of Hotel Management Seed Farm, Sector G, Aliganj, Lucknow - 226024	Ph. No. 0522-2326772 Fax: 2326772 Email: ihm@sancharnet.in Website: www.ihmlucknow.com
Institute of Hotel Management Bishop Cotton Road, Shillong-793001	Ph. No. 0364-2503505 Fax: 2501616 Email: ihmshill@yahoo.co.in Website: www.ihmshill.org
Institute of Hotel Management Kufri, Shimla - 171012	Ph. No. 0177-2648197 Fax: 2648208 Email: ihmkufr@yahoo.com Website: www.ihmshimla.com
Institute of Hotel Management Rajbagh, Srinagar - 190008	Ph. No. 0194-2312234 Fax: 2311652 Email: ihmshr2004@yahoo.co.in Website: www.ihmsrinagar.org
Institute of Hotel Management G V Raja Road, Kovalam, Trivandrum- 695527	Ph. No. 0471-2460283 Fax: 2460078 Email: ihmctkov@dataone.in Website: www.ihmctkovalam.org
Chandigarh Institute of Hotel Management Sector -42, D, Chandigarh-160036	Ph. No. 0172-2676024 Fax: 2610037 Email: cihm42@gmail.com Website: www.cihmct.com
State Institute of Hotel Management Near Tapkeshwar Temple, Garhi Cantt., Dehradun 248001	Ph. No. 0135-2550272 Fax: 2550271 Email: ihmdehradun@gmail.com Website:
Delhi Institute of Hotel Management Lajpat Nagar-IV, Behind LSR College, New Delhi - 110024	Ph. No. 011-26435883 Fax: 26422174

	Email: dihm_ljpng@yahoo.co.in Website:
State Institute of Hotel Management Dara Gaon, Tadong, Gangtok-737102	Ph. No. 03592-270557 Fax: 270557 Email: ihmgangtok@rediffmail.com Website:
State Institute of Hotel Management Govt. Polytechnic Campus, New Pall Road, Jodhpur-342001	Ph. No. 0291-2618929 Fax: 2618929 Email: slhmjodhpur@rediffmail.com Website: www.ihmjodhpur.com
State Institute of Hotel Management Govt. Guest House Compound, West Hills, Kozhikode-673005	Ph. No. 0495-238586 Fax: 2385863 Email: slhmicicut@gmail.com Website:
State Institute of Hotel Management Jyotisar, Kurukshetra - 136119	Ph. No. 01744-238766 Fax: 238766 Email: principal@ihmkkr.com rm_ajmer@rediffmail.com Website: www.ihmkkr.com
Institute of Hotel Management Badkal Lake Chaowk, Faridabad - 121001	Ph.No. 0129-4052466 Fax: 0129-4052488 e-mail: principal@ihmfaridabad.com website: www.ihmfaridabad.com
Institute of Hotel Management Meerut Delhi-Dehradun Highway, NH-58, Daurala, Meerut - 250021	Ph. No. 0121-2656096 Fax: Email: info@ihmmeerut.com Website: www.ihmmeerut.com
Oriental School of Hotel Management, Valley View, Lakkidi, Vythiri, Wayanad Kerala-673676	Ph. No. 04936-255716 Fax: 255720 Email: principal@orientalschool.com Website: www.orientalschool.com
Shrishakti College of Hotel Management Venus Plaza, Begumpet, Hyderabad -500016	Ph. No. 040-66906504 Fax: 66906517 Email: ihmshrishakti@gmail.com Website: www.ihmshrishakti.com
SRM Institute of Hotel Management SRM Nagar, Kattankulathur, Kanchipuram- 603203	Ph. NO. 044-27453147 Fax: 27454250 Email: srmi@nationalcouncil@yahoo.com Website: www.srmuniv.in
Ranjeeta Institute of Hotel Management Bidya Nagar, Janla, Mahura, Bhubaneswar -752064	Ph. No. 0674-3291027 Fax: 2552108 Email: info.rihc@gmail.com Website: www.rihc.org
Chitkara Institute of Hotel Management Jansla, Patiala, Rajpur - 140401	Ph No. 01762-507442 Fax: 507095 Email: director.cshtm@chitkara.edu.in Website: www.chitkara.edu.in
Chandigarh College of Hotel Management Landran Road, Mohali, Punjab-140307	Ph. NO. 0172-3984211 Fax: 3984207 Email: principal@cchmct.org Website: www.cchmct.org
Jenneys Academy of Tourism & Hotel Management Manigandam Road, Ramjee Nagar Tiruchirappalli	Ph.No. 0431-2690920 / 22 Fax: Email: jenneysacademy@yahoo.co.in Website: www.jenneysacademy.in

K C College of Hotel Management Karyam Road, Nawanshahr, Punjab	Ph No. 01823-503836 Fax: Email: shahid.kchm@gmail.com Website: www.kchm.com
Vel's College of Science Velan Nagar, P V Valthiyallingam Road, Pallavaram, Chennai	Ph. NO. 044-22682507 Fax: Email: bannet18@gmail.com Website: www.velscollege.com
MGR Institute of Hotel Management Sridevi Garden, Valasaravakkam, Chennai	Ph. NO. 044-24869004 Fax: Email: mgrhmt@yahoo.co.in Website: www.mgrcatering.in
Desh Bhagat Institute of Hotel Management Amloh Road, Mandi, Gobindgarh, Punjab - 147301	Ph NO. 01785-520510 Fax: Email: contact@deshbhagatinstitutes.com Website: www.deshbhagatinstitutes.com

Food Craft Institutes under State / UT Governments following National Council for Hotel Management & Catering Technology Courses

State	Address
Rajasthan	Food Craft Institute Opp. Community Centre, Govardhan Vilas, Sector-14, Udaipur-313004, Rajasthan
Rajasthan	Food Craft Institute Anasagar Circular Road, Post RCE, Ajmer-305001, Rajasthan
Orissa	Food Craft Institute District Tourism Centre, Titilagarh Road, Balangir-767001, Orissa
West Bengal	Food Craft Institute Lewis Juniles Sanatorium, Dargasing-190036, West Bengal
Uttar Pradesh	Food Craft Institute Aligarh Muslim University Campus, Aligarh-202002, Uttar Pradesh

Most Immediate

No.12/5/91-Dir(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel and Training)

3rd Floor
Loknayak Bhavan
New Delhi.

Dated: 9th April, 92

OFFICE MEMORANDUM

SUBJECT: Non-statutory departmental/cooperative canteens/
Tiffin rooms located in Central Government Offices.

The undersigned is directed to say that employees of the non-statutory departmental/cooperative canteen/tiffin rooms located in Central Government offices have been treated as Central Government employees w.e.f. 1.10.91 in terms of the judgement of the Hon'ble Supreme Court of India and the orders contained in this Department's OM No.12/5/91-Dir(C) dated 29th January, 1992.

2. Consequent upon implementation of this order the financial liabilities of the Government with regard to pay and allowances and other benefits of the canteen employees have increased. As per the instructions contained in the above quoted OM this expenditure is to be absorbed from within the ceiling of non-plan expenditure approved by the Ministry of Finance. Keeping in view the budgetary constraint and instructions for all round economy, it has been decided that in future no financial support may be provided to the canteens from the Government side. It means no Capital Grants/Replacement Grants, Grants for repairing of main equipment, loan or advance may be sanctioned for the purpose to the Departmental canteens by Ministries/Departments.

3. To meet the additional expenditure if any on the above account after withdrawal of grants, all the Ministries are requested to ask the Managing Committees of the Departmental canteens to review the prices of the eatables sold in the canteens and raise them with immediate effect. They may also keep in view the increase in the raw material and other inputs needed to run the canteen. These instructions may be brought to the notice of Chairmen of all the Departmental Canteens under your Ministry for strict compliance.

4. It may also be noted that the activities of the canteen

continued:

are to be kept out of the Government activities. Therefore, sale proceeds of the Departmental Canteens may continue to be deposited in the Nationalised Bank as hitherto and accounts may be operated as per the instructions contained in the Green Book. It may be noted that the sale proceeds are not to be deposited under Government revenue.

5. The funds for making purchases of raw materials of food stuff and eatables etc. should be drawn from this Account and strict vigilance to be kept on the expenditure. The cash book, stock register and other accounts of the canteens be regularly checked by the Chairman/Secretary of the Managing Committee in addition to the normal audit which is being done at present.

6. This issues with the concurrence of Ministry of Finance vide their U.O.No.F-2(26)-B(CND)/92 dated 28.1.92 and Home Finance Division vide their D.No.S-8/92-Fin.I dated 28.1.92.

R. C. Richhariya
(R.C. RICHHARIYA)
DIRECTOR(CANTEENS)
TEL: 4625818

To

1. All Ministries/Departments of Government of India (as per standard list).
2. Ministry of Finance, Department of Expenditure.
3. Ministry of Economic Affairs, Budgetary Division.
4. All Controllers of Accounts in Ministries/Departments.
5. Home Finance Division.
6. Director of Audit, Central Revenue.
7. Comptroller General of Accounts, New Delhi.
8. CGDA, R.K. Puram, New Delhi.
9. Accounts Officer(Canteens) with 100 spare copies.