

No. 3/1/2018-Dir (C)  
Government of India  
Ministry of Personnel & Public Grievances & Pensions  
Department of Personnel & Training

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3<sup>rd</sup> Floor, Lok Nayak Bhavan  
Khan Market, New Delhi, the 13<sup>th</sup> March, 2018

**OFFICE MEMORANDUM**

**Subject:- Staff strength in Non- Statutory departmental canteen/ tiffin rooms functioning from Central Government Offices in Delhi/ Outside Delhi .**

This undersigned is directed to refer to the subject cited above and to say that the Office of Director (Canteens), Department of Personnel and Training is the nodal authority for laying down important instructions/ guidelines/ policies on various aspects of Non- Statutory Departmental canteens/ tiffin rooms functioning from Central Government Offices.

2. It has been observed that the data pertaining to Non- Statutory departmental canteens/tiffin rooms was collated in this Department a few years ago and needs to be updated.

3. All the Ministries/ Departments and their attached/ subordinate Offices are, therefore, requested to furnish information in the annexed proforma, in respect of all the departmental canteens/ tiffin rooms under their administrative charge to this Department latest by 15.04.2018.



(Kulbhushan Malhotra)

Under Secretary to the Government of India

Tel No. :- 011-24646961

To

1. All Ministries/ Departments to the Government of India (as per standard list).  
(For kind attention of Director/ Deputy Secretaries in-charge of Administration/ Establishment Divisions for necessary action for further dissemination to all concerned Establishment/ Attached/ Subordinate offices under their jurisdiction and administrative control).
2. Ministry of Finance/ Department of Expenditure (E- Coord-I), North Block, New Delhi.
3. CGDA, R.K. Puram, New Delhi.
4. Comptroller & Auditor General of India, Bahadur Shah Zafar, New Delhi.
5. Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, Khan Market, New Delhi.
6. The Registrar, Supreme Court of India, Tilak Marg, New Delhi.
7. Office of the Joint Secretary (Trg.) and CAO, Ministry of Defence, C-II Hutments, Dalhousie Road, New Delhi -110011.

**ANNEXURE**

**Details of Non-Statutory Departmental canteens/ tiffin Rooms functioning in Central Government Offices**

S.No.	Name and complete postal address of the canteen/ tiffin room	Name of Ministry/ Department/ Office under which the canteen is functioning	Type of canteen/ tiffin room	Total number of sanctioned posts (Designation-wise)	Staff in position (Designation-wise)

(Signature)

Name of Officer :-

Designation :-

Name of Ministry/Department/ Office :-

Tel No.-