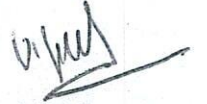


Department of Personnel and Training  
Director (Canteen Employees Cadre) Section

\*\*\*\*\*

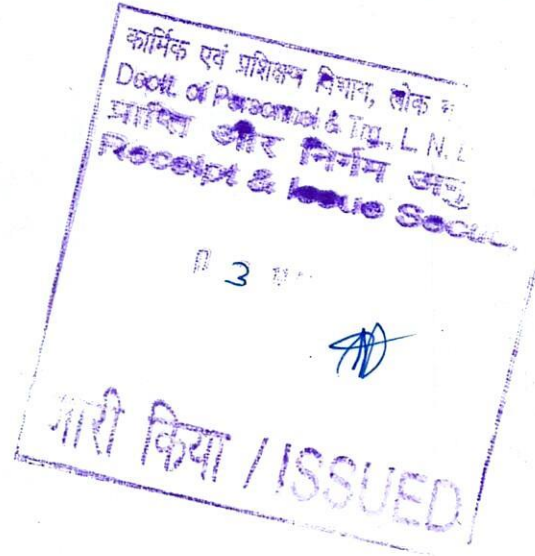
R & I Section, DOPT may kindly issue O.M. No. – 5/1/2022- Dir. (CEC) dated 02.05.2023 (Copy enclosed) to all the Ministries/Departments as per the list mentioned in the aforesaid O.M.

o/c

  
Vipul  
S. O. (C.E.C.)

To,

The Section Officer,  
R&I Section,  
DOPT, North Block,  
New Delhi.



No. 5/1/2022-Dir. (CEC)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

\*\*\*\*\*

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi, the 02<sup>nd</sup> of May, 2023

**OFFICE MEMORANDUM**

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

The undersigned is directed to say that Office of the Director (Canteen Employees Cadre) is the nodal agency for laying down policies/ guidelines/ instructions on various aspects of Non-Statutory Departmental Canteens and its employees. While formulating any policy for departmental canteens, its data as well as staff strength working in departmental canteens is required.

2. In view of the above the Ministry/ Department is requested to furnish the details of each and every Departmental Canteens under their administrative head along with the staff strength sought as per the Annexure enclosed. The details may also be e-mailed at nsd.cec-dopt@gov.in . **This may be treated on priority.**



(Kulbhushan Mathotra)

Under Secretary to the Government of India

Tel No. : - 011-24646961

0/L

**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.
9. As per the list enclosed.

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 31.03.2024
				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			

**\*Individual Ministry should ensure that the data of all the Non-statutory departmental canteens working under their administrative control is sent to office of Director of Canteen Employees Cadre at the earliest.**