

No.03/1/2016-Dir(C)
Government of India
Ministry of Personnel PG & Pensions
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market
New Delhi, dated 3rd February, 2016

OFFICE MEMORANDUM

Subject:- Discontinuation of interview for direct recruitment to various Group B & C posts in non-statutory departmental canteen located in Central Government Offices.

The undersigned is directed to refer to this Department's DO No.39020/01/2013-Estt(B) dated 4.9.2015 (copy enclosed) drawing attention to Hon'ble Prime Minister's address to the nation on occasion of Independence Day wherein it was announced that Government should discontinue holding interviews for recruitment of junior level post in order to improve objectivity, transparency and enable level playing opportunity to candidates from all Sections of Society.

2. The issue relating to discontinuation of interviews for various junior level posts in the Government of India was considered by the Committee of Secretaries in its meeting held on 14.9.2015. The recommendation of committee of Secretaries have since been accepted by the competent authority vide OM No.39020/01/2013-Estt(B) dated 12.11.2015 (copy enclosed). The clarification on issue of discontinuation of interviews have also been issued vide OM No.39020/01/2013-Estt(B) part dated 29.12.2015 (copy enclosed).

3. Accordingly, it has been decided that holding of interviews shall be discontinued in all direct recruitment to non-gazetted, non-ministerial Group B & C posts in non-statutory departmental canteens located in Central Governments Offices. The recruitment to these posts shall be made purely on the basis of written test/skill test by respective Ministries taking into consideration job requirement for specific post. Duties and Responsibilities of canteen employees have been circulated vide this Department OM No.03/02/2009-Dir(C) dated 5.6.2014 (copy enclosed).

3. All Ministries/Departments are required to follow above instructions and related Government Orders as quoted above meticulously in respect of recruitment in Departmental Canteens under their administrative control.

P. Tyagi

(Pratima Tyagi)
Director (Canteens)
Tel:-24624722

Contd..2/-

Copy to:-

1. All Ministries/Departments of the Government of India as per Standard List. (Director/Deputy Secretaries Incharge, Administrative Division/Wing) – for necessary action/further dissemination to all concerned establishments under them.
2. President's Secretariat, Rashtrapati Bhawan, New Delhi.
3. Vice-President's Secretariat, Maulana Azad Road, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Deputy Secretary (Admn.), DOPT, North Block, New Delhi.
6. Comptroller & Auditor General of India, New Delhi.
7. Director of Audit, Central Revenue, New Delhi.
8. Controller General of Accounts, Bahadur Shah Zafar Marg, New Delhi.
9. Supreme Court of India, Tilak Marg, New Delhi.
10. High Court of Delhi, Sher Shah Road, New Delhi.
11. Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt.-10.
12. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi-110011.
13. Administrator, all Union Territories as per standard list.
14. NIC (DOPT) with the request that this O.M. may be placed on this Department's website (www.persmin.nic.in).

Copy also to:-

Shri Jogesh Chandra Nayak, Secretary General (AICGCEWA), A.G. Departmental Canteen, Office of A.G., Odisha, Bhubaneswar-751001.

संजय कोठारी
Sanjay Kothari
SECRETARY



सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

4th September, 2015

D.O. No. 39020/01/2013-Estt (B)

Dear Shri Mehrishi,

As you may be aware that Hon'ble Prime Minister in his address to the nation, on the occasion of Independence Day, announced that the Government should discontinue holding interviews for recruitment for such junior level posts, where personality assessment is not an absolutely necessary requirement. He has called upon the Government Organisations to end this practice at the earliest as it will help in curbing corruption, more objective selection in transparent manner and substantially easing the problems of poor people. He has stressed that the recruitment should be made on merit basis through transparent, online processes. The Prime Minister has impressed upon the Central and State Governments to discontinue the stage of interview for junior level posts as soon as possible. The speech of Hon'ble Prime Minister, in both English and Hindi is enclosed with the letter.

2. This Department has initiated the process of identifying posts in the user Ministries/Departments and other Organisations under the Central Government, for which holding of interviews as part of the recruitment process can be dispensed with. The Department is in the process of consultation with the Staff Selection Commission and the User Ministries and Departments in this regard.

3. There are certain posts in the Ministries/Departments/attached offices/ subordinate offices/autonomous bodies/Public Sector Undertakings/field offices for which the recruitments are undertaken by the Ministries/Departments themselves. Further, there are recruiting bodies for recruitment of personnel for posts in autonomous bodies.

4. You may kindly undertake a similar exercise in respect of such Group B and C posts in your Ministry/Department as well as the attached/subordinate offices/autonomous bodies/Public Sector Undertakings under your Ministry/Department for which interviews are presently being conducted as part of the selection process. The posts for which the interviews can be dispensed with and those for which the interviews are to be continued may be identified. After obtaining approval of Minister in charge of the Ministry/Department, a report in the format prescribed in the Annexure may be sent to this Ministry by 15th September, 2015. Where it is decided to continue with the interview, detailed justifications may be provided.

With regards,

Yours sincerely,

Sanjay Kothari
(Sanjay Kothari)

Encl: as stated

Shri Rajiv Mehrishi,
Home Secretary,
Ministry of Home Affairs,
North Block,



New Delhi

No. 39020/01/2013-Estt(B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

North Block, New Delhi,
Dated : 12th November, 2015

OFFICE MEMORANDUM

Subject:-Discontinuation of interviews for various junior level posts in the Government of India- recommendation of Committee of Secretaries (CoS)

The undersigned is directed to inform that the competent authority in the Department has approved the implementation of the following recommendations in its meeting held on 14.09.2015:-

(i) Interview will be dispensed with for all Group 'C' and Group 'D' which are now reclassified as Group 'C' posts. Interview should also be discontinued for non-gazetted posts of Group 'B' category.

(ii) The process of doing away with interview for these posts will be completed by 31.12.2015.

(iii) Specific and isolated Group 'B' non-gazetted posts for which any particular department considers interview absolutely essential, clearance of Department of Personnel & Training would need to be obtained. *It is clarified that since the skill test and physical test are different from interview such tests may continue*

(iv) In those cases pertaining to non-gazetted Group 'B' posts and Group 'C' & 'D' posts, where Recruitment Rules specify the process of selection which includes conduct of interview, the Ministries/ authorities concerned will take necessary steps to carry out the requisite amendment to the Recruitment Rules immediately.

(v) For advertisements already done for selection with interview as a component, the posts could either be re-advertised, or if urgency or any other reason requires so, the ongoing process may be completed.

2. Necessary directions have been issued to the Staff Selection Commission in this regard. However, it is requested that necessary directions may also be issued to all the attached/subordinate office/autonomous organization etc. coming under the purview of your Division, for taking immediate action for implementation of the "No Interview Requirement" proposal in respect of the junior level posts, if any, where recruitment are not done by Staff Selection Commission.

3. It is also requested that this Division may be informed about the decision/progress made in this regard. The status report may kindly be furnished by 13.11.2015

(Dr. Devesh Chaturvedi)

Joint Secretary to the Government of India

To

AS (S&V) and all Joint Secretaries in the Department of Personnel and Training in respect of various offices/units under their purview.

④
Immediate

**No. 39020/01/2013-Estt (B)-Part
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)**

North Block, New Delhi.
Dated the 29th December, 2015

OFFICE MEMORANDUM

Subject:- Discontinuation of Interview at Junior Level Posts in the Government of India- recommendation of Committee of Secretaries.

The undersigned is directed to refer to this Department's D.O. of even number dated 04.09.2015 and subsequent GM's dated 09th October, 2015, 09th November, 2015 on the above subject seeking detailed information on the progress made/action taken in the matter.

2. It is informed that Secretary (Personnel) had convened meetings on 14th December, 2015 and 17th December, 2015 to review the progress of implementation of the "No Interview Requirement Proposal" and to get the updated status on the decision/progress made by the various Ministries/Departments. Keeping in view the queries raised by the representative of various Ministries/Departments the following is once again clarified:-

- (a) The decision to discontinue interview for recruitments is for all Group 'C', Group 'D' (which are now reclassified as Group 'C') Posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts.
- (b) The 'No Interview Requirement' proposal has to be implemented for all the junior level posts in Government of India Ministries/Departments/attached Office/Subordinate Office/Autonomous Bodies/Public Sector Undertakings.
- (c) Instructions issued by the Department of Public Enterprises on 14th December, 2015 vide OM No. DPE-GM to all Administrative Ministries concerned with CPSES under them with advice to dispense with the practice of interview (copy enclosed).
- (d) The timelines set regarding completing the process of the discontinuation of interview by 31.12.2015 has to be adhered to strictly. From 01st January, 2016 there will be no recruitment with interview at the junior level posts as mentioned at 2(a) above, in Government of India Ministries/Departments/attached Office/Subordinate Office/Autonomous Bodies/Public Sector Undertakings. All the advertisement for future vacancies will be without the Interview as part of the recruitment process.

(e) The interviews will be done away even in cases where in the past the selections used to be made purely on the basis of performance in the interview. The Ministries/Departments/Organizations' will consider revising the scheme for selection for such cases.

(f) It is also clarified that as Skill Test or Physical Test is different from Interview, and they may continue. However, these tests will only be of qualifying nature. Assessment will not be done on the basis of marks for such tests.

(g) In case of specific posts where the Ministry/Departments wants to continue undertaking Interview as a process of recruitment, a detailed proposal seeking exemption will have to be sent to the DoPT with the approval of the Minister/Minister In-Charge.

3. All the Central Ministries/Departments are therefore requested to ensure that necessary action in respect of their Ministry/Department/Organizations are completed within the stipulated time. A consolidated report with the details of the decision taken/progress made in this regard should also be furnished to this Department at the earliest and not later than 7th January, 2016. Report so to be furnished with the approval of the Minister/Minister In-Charge shall include the details of the name and number of posts where the interview is discontinued and posts for which the exemption has been sought within the purview of the administrative Ministries/Departments.

4. A soft copy of the consolidated information may also be sent to this Department at sumita.singh@nic.in

MUR
29/12/2015
(Manisha Bhatnagar)

Under Secretary to the Government of India
Tel. No. 23093175

Encl: As Above

To

All the Secretaries of the Central Ministries/Departments
As per list attached.

No. 03/02/2009-Dir(Can)
Ministry of Personnel, P.G.& Pensions
Department of Personnel & Training
O/o Director(Canteens)

Lok Nayak Bhavan, Khan Market
New Delhi, dated 5/06/2014

OFFICE MEMORANDUM

Subject: Duties and responsibilities of various Canteen employees working in Non-Statutory Departmental Canteens functioning from the Central Government Offices.

It has been decided to prescribe duties of various posts in the Non-Statutory Departmental Canteens located in the Central Government Offices. The existing hierarchy of post in Non-Statutory Canteens is at Annexure-I. The list of duties, enclosed (Annexure-II) is only illustrative and would be subject to modifications as per the requirements of the respective canteen.

2. All Ministries/Departments are requested to bring these guidelines to the notice of all concerned Departmental Canteens functioning under them.

3. Hindi Version will follow.

P. Tyagi
(Pratima Tyagi)
Director(Canteens)
Tele: 24624722.

Copy to:-

1. All Ministries/Deptts./Offices of the Government of India. (As per standard list).
2. Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
3. Controller General of Accounts, M/o Finance, Department of Expenditure, Lok Nayak Bhawan, Khan Market New Delhi.
4. Controller General of Defence Accounts, R.K. Puram, West Block, New Delhi.
5. O/o the Joint Secretary (Trg.) & CAO, M/o Defence, C-II, Hutments, Dalhousie Road, New Delhi-110011.
6. Section Officer (Canteens), DOP&T, Lok Nayak Bhawan, New Delhi (with 30 spare copies).

Copy also to:-

1. PS to Joint Secretary(AT&A), DOP&T, North Block, New Delhi.
2. PS to Director(Admin.), DOP&T, North Block, New Delhi.

ANNEXURE-I

Existing Hierarchy of posts in the Non-Statutory Departmental Canteens

Sl.No.	Designations	Pay Band + Grade Pay
1.	General Manager	PB-2, Rs. 9300-34800+ 4200
2.	Deputy General Manager	PB-2, Rs. 9300-34800+ 4200
3.	Manager Grade-II	PB-2, Rs. 9300-34800+ 4200
4.	Manger-cum-Accountant	PB-2, Rs. 9300-34800+ 4200
5.	Assistant Manager-cum-Store Keeper	PB-1, Rs. 5200-20200+ 2400
6.	Clerk	PB-1, Rs. 5200-20200+ 1900
7.	Halwai-cum-Cook	PB-1, Rs. 5200-20200+ 2000
8.	Assistant Halwai-cum- Cook	PB-1, Rs. 5200-20200+ 1900
9.	Canteen Attendant *	PB-1, Rs. 5200-20200+ 1800
10.	Safaiwala *	PB-1, Rs. 5200-20200+ 1800

* Post of Tea/Coffee maker, bearer and wash boy had been clubbed together and redesignated as canteen attendant on the recommendation of Sixth Central Pay Commission (merged grade of Canteen Attendant shall also include existing incumbent in the grade of Safaiwala (Regular) till they superannuate. As per SIU Recommendation(O.M. No. 13/10/2001-Director(C) dated 22/12/2004, the service of Safaiwala are to be out sourced in the longrun).

DUTIES AND RESPONSIBILITIES OF CANTEEN EMPLOYEES IN NON-STATUTORY DEPARTMENTAL CANTEENS IN CENTRAL GOVERNMENT OFFICES.

I Canteen Attendant

- (i) To prepare Tea/Coffee/Juice etc. for the users;
- (ii) To serve Tea/Coffee/Biscuits etc. in the official meetings;
- (iii) To provide regular room service to the Officers/Staff;
- (iv) To collect the used cups/plates & utensils etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers.
- (v) To clean crockery/cutlery/utensils etc. in three stage i.e. in running normal water; in hot detergent water and in potassium permanganate solution;
- (vi) To sweep and wash the floor area;
- (vii) Cleaning/dusting table, chair and other furniture in canteens.
- (viii) Cleaning slabs and area where food is cooked.
- (ix) Any other additional duty allotted by the in-charge of the Canteen.

The in-charge of the canteen is authorized to allocate the duties to the Canteen Attendants according to their capabilities and capacity for smooth functioning of the canteen.

As and when services of Safaiwala are outsourced the duties of point (vi), (vii) and (viii) would be performed by him/her.

II Assistant Halwai-cum-Cook

- (i) To assist the Halwai-cum-Cook in preparation of various snacks and beverages such as bonda, butter-toast, dosa, idly, vada, paneer pakora, smosa, matthi, vegetable cutlet, vegetable sandwich/pakora etc.
- (ii) To assist Halwai-cum-Cook in preparation of lunch/meals i.e. chapati, curd, dal, puri, raita, rice, sabzi, sambar, soup, sweet-dish, vegetable salad etc.
- (iii) In absence of Halwai-cum-Cook preparation of snacks and meals.
- (iv) Any other additional duty allotted by the in-charge of the Canteen.

III Halwai-cum-Cook

- (i) To prepare snacks like bonda, butter-toast, dosa, idly, vada, paneer pakora, smosa, matthi, vegetable cutlet, vegetable sandwich/pakora etc.;
- (ii) To prepare lunch/meals i.e. chapati, curd, dal, puri, raita, rice, sabzi, sambar, soup, vegetable salad and sweet dishes i.e. burfi, besan burfi, coconut burfi, laddoo, pinnee, gulab-jamun, gajar-halwa, patisa and rasgulla etc.
- (iii) Any other additional duty allotted by the in-charge of the Canteen.

IV Clerk

- (i) To issue coupons in respect of items prepared for daily sale on counter;
- (ii) To maintain daily sale register;
- (iv) Tally daily cash sales against the coupons issued off and submit daily account in respect of sales.
- (v) Responsibility of Store Keeping and accounting Tiffin Room A - Type.
- (vi) Any other additional duty allotted by the in-charge of the Canteen.

V Assistant Manager-cum-Storekeeper

- (i) Procure and receive all raw materials;
- (ii) Issue raw materials to the Assistant Halwai-cum-Cook/Halwai-cum-Cook or kitchen staff as and when required for preparation of eatables;
- (iii) In-charge of store items and raw materials;
- (iv) Maintain account of the stock items in a proper manner;
- (v) Responsible for keeping accurate holding of stocks as per ground balance of accounting records;

- (vi) Responsible for loss/damage of store.
- (vii) Any other additional duty allotted by the in-charge of the Canteen.

VI Manager Grade-II/Manager-cum-Accountant

Manager Grade II post is authorised for Type A, B & C canteen and Manager-cum-Accountant post is authorised in all canteen except in Type A, B & C canteen.

- (i) Responsible for ensuring smooth and proper functioning of the canteen;
- (ii) Ensure that all operations in the canteen are carried out uninterruptedly;
- (iii) Supervision of work of subordinates;
- (iv) Ensure that entries in all records/accounts including Cash Book, Ledger, Stock Register, Dead Stock Register are made timely and accurately. Annual Account and Balance Sheet.
- (v) Catering to foreign delegation, VIP and VVIPs
- (vi) Any other additional duty allotted by the in-charge of the Canteen.

VII Deputy General Manager

Deputy General Manager post is authorised in Type 3-A to 10-A canteens.

- (i) Ensure that all accounts of canteens viz. Preparation Register, Coupon Sales Register are maintained;
- (ii) Checking all the entries in register;
- (iii) Submission of all register records to General Manager;
- (iv) Perform duty of Canteen-in-Charge in absence of General Manager
- (v) Any other additional duty allotted by the in-charge of the Canteen.

VIII General Manager

The post of General Manager is authorised for Canteens of '2-A' Type and above.

- (i) Managing and supervising all functions of canteens so as to ensure day to day smooth running of Canteens;
- (ii) Administration of canteen staff;
- (iii) Maintenance of all accounts;
- (iv) 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;
- (v) The following books and records are required to be maintained and checked by General Manager;
 - (i) Cash Book
 - (ii) Ledger
 - (iii) Raw Material Stock Register
 - (iv) Dead Stock Register
 - (v) Preparation Register(daily eatables items)
 - (vi) Coupon sales register etc;
 - (vii) Attendance Register
 - (viii) Bill/Cash Memo Register
 - (ix) Rate list of eatable items
- (vi) To initiate ACR/Probation Report etc; in respect of all employees working in the canteens.
- (vii) In cases of minor indiscipline, to issue non-recordable warning in respect of all employees working in the Canteens.
- (viii) Any other additional duty allotted by the Competent Authority.

(While issuing warnings etc. as above, the procedure laid down/instructions contained in the Department of Personnel & Administrative Reforms O.M. No. 21011/1/18-Estt.(A) dated 5.6.1981 should be kept in view).
