

No. 11/2/2020-Dir (C)
Government of India
Ministry of Personnel & Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi
Dated - 26/04/2022

OFFICE MEMORANDUM

Subject: - Amendment in Model Recruitment Rules for the post of Manager in Non-Statutory Departmental Canteens located in Central Government Offices.

The undersigned is directed to refer to this Department's O.M. No.-3/2/2009-Dir.(C) dated 04.06.2014 (read with O.M. No- 3/2/2009- Dir.(C) dated 9.2.2015 and O.M. No.-3/1/2021- Dir.(C) dated 19.07.2022) whereby Model RRs for various Group 'B' posts in Non-statutory departmental canteens in Central Government Offices were circulated.

2. This Department has received some references regarding amendment in Model RRs to the post of Manager. Accordingly, the provisions of Model RRs for the post of Manager were examined in consultation with Estt. (RR) Division, DoPT and UPSC. It has been decided to amend the RRs to the post of Manager in Non-statutory departmental canteens as under :-

Sl. No.	Existing Provision	Amended Provision
7. Educational and other qualifications required for direct recruits.	Essential :- i) Bachelor's degree in Commerce/ Business Studies/ Economics/ Public Administration from a recognized University/ Institute; ii) Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organisation.	Essential :- Bachelor's degree in Commerce/ Business Studies/ Economics/ Public Administration from a recognized University/ Institute; Desirable :- Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organisation.

3. Ministries/ Departments are requested to take suitable necessary action for amending Recruitment Rules for the post of Manager accordingly.


(Kulbushan Malhotra)

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

P.T.O.

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).
2. Comptroller & Auditor General of India, 10 Bahadar Shah Zafar Marg, New Delhi.
3. Ministry of Finance/ Department of Expenditure (E- III), Desk, North Block, New
Delhi.
4. Controller General of Accounts, Department of Expenditure, Ministry of Finance,
Lok Nayak Bhawan, Khan Market, New Delhi.
5. Controller General of Defence Accounts, Ulan Batar Road, Palam, New Delhi.
6. Office of the JS & CAO, Ministry of Defence, E- Block, Dara Sukoh Road, New
Delhi- 110011.
7. Administrators, all Union Territories as per standard list.

No. 3/2/2009-Dir.(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

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Lok Nayak Bhawan, Khan Market,
New Delhi, dated the 09/12/2015

OFFICE MEMORANDUM

Subject:- Amendment of Model Recruitment Rules for various posts in Non Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices.

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The undersigned is directed to refer to this Department's OM of even number dated 4/6/2014 and 22/5/2013 wherein Model Recruitment Rules (RRs) for various Group 'B' & Group 'C' posts in Non-Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices were circulated.

2. It has been decided to amend the Model RR for Canteen employees. The matter regarding amendment to Model RR for Canteen employees has been examined in consultation with Estt.(RR), DOPT and it has been decided to amend the provision of Model RR as under:-

I. OM No. 3/2/2009-Dir (C), dated 4/6/2014.

Schedule No.	Sl. No.	Existing Provision	Amended Provision
6 (Manager cum Accountant)	7 (Educational and other qualifications required for direct recruits)	Note - Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified.	Note - Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority <u>for reasons to be recorded in writing</u> in case of candidates otherwise well qualified.
7 (Manager Grade- II)	7 (Educational and other qualifications required for direct recruits)	Note 1- Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified. Note 2- Qualifications regarding experience is/are relaxable at the discretion of the SSC/Competent Authority, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates	Note 1- Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority <u>for reasons to be recorded in writing</u> in case of candidates otherwise well qualified. Note 2- Qualifications regarding experience is/are relaxable at the discretion of the SSC/Competent Authority, <u>for reasons to be recorded in writing</u> in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number

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		from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.	of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
8 (Deputy General Manager)	7 (Educational and other qualifications required for direct recruits)	<p>Note 1- Qualifications are relaxable at the discretion of the Staff Selection Commission/ Competent Authority in case of candidates otherwise well qualified.</p> <p>Note 2- Qualification regarding experience is/are relaxable at the discretion of the SSC/Competent Authority, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	<p>Note 1- Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority, for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2- Qualification regarding experience is/are relaxable at the discretion of the SSC/Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>

II. O.M. No.03/02/2009-Dir(C) dated 22.05.2013

Schedule No.	Sl. No.	Existing Provision	Amended Provision
2 (Assistant Halwai-cum-Cook)	7 (Educational and other qualifications required for direct recruits)	<p>Note - The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	<p>Note - The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>

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<p>3 Halwai-cum-Cook</p>	<p>7 (Educational and other qualifications required for direct recruits)</p>	<p>Note - The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	<p>Note - The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority <u>for reasons to be recorded in writing</u> in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
<p>4 Clerk</p>	<p>7 (Educational and other qualifications required for direct recruits)</p>	<p>Note 1- Qualification(s) are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified.</p> <p>Note 2- The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	<p>Note 1- Qualification(s) are relaxable at the discretion of the Competent Authority <u>for reasons to be recorded in writing</u> in case of candidates otherwise well qualified.</p> <p>Note 2- The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority <u>for reasons to be recorded in writing</u> in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
<p>5 Assistant Manager-cum-Store Keeper</p>	<p>7 (Educational and other qualifications required for direct recruits)</p>	<p>Note 1- Qualification(s) are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified.</p> <p>Note 2- The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes/Scheduled Tribes if, at any stage of selection, the competent authority</p>	<p>Note 1- Qualification(s) are relaxable at the discretion of the Competent Authority <u>for reasons to be recorded in writing</u> in case of candidates otherwise well qualified.</p> <p>Note 2- The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority <u>for reasons to be recorded in writing</u> in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent</p>

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	is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.	authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
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3. Ministries/Departments are requested to adopt the above amendments while framing the Recruitment Rules for Departmental Canteen Employees.

4. Hindi version will follow.

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

To

1. All the Ministries/Departments/Offices of the Government of India (As per standard list).
(For kind attention of Director/Deputy Secretaries incharge of Administration/Establishment Divisions).
2. Comptroller & Auditor General of India, 10 Bhadur Shah Zafar Marg, New Delhi.
3. The Registrar Supreme Court, Tilak Marg, New Delhi.
4. Ministry of Finance, Department of Expenditure, E-III, Desk North Block, New Delhi.
5. Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhavan, Khan Market, New Delhi.
6. CGDA, West Block V, R.K. Puram, New Delhi-110066.
7. Director (Admn.), DOP&T, North Block, New Delhi.
8. Office of the Joint Secretary (Trg.) and CAO, Ministry of Defence, C-II, Hutements, Dalhousi Road, New Delhi - 110011.
9. Section Officer (Canteens), DOPT, Lok Nayak Bhawan, New Delhi (with 60 spare copies).

No. 3/1/2021-Dir (C)
Government of India
Ministry of Personnel & Public Grievances & Pensions
Department of Personnel & Training


3rd Floor, Lok Nayak Bhavan
Khan Market, New Delhi, the 19/07/2021

OFFICE MEMORANDUM

Subject:- Change in Nomenclature to the post Manager Grade- II in Non-statutory departmental canteens located in Central Government Offices-reg.

The undersigned is directed to refer to the subject mentioned above and to say that this Department has decided to redesignate the post 'Manager Grade -II' existing in Type 'A', 'B' and 'C' Non- statutory departmental canteens of Central Government Offices from 'Manager Grade-II' to 'Manager'.

2. This issues with the approval of Competent Authority.
2. All the Ministries/ Departments are requested to take necessary steps to make changes in recruitment rules of the above post.


(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).
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6. Office of the JS & CAO, Ministry of Defence, E- Block, Dara Sukoh Road, New Delhi- 110011.
7. Administrators, all Union Territories as per standard list.