



स./ No. 5-1(17)/2008-PD

दिनांक/Dated: 11/08/2015

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

विषय / Sub : Training programme for Managerial Category and Cook Category Canteen employees of Non-Statutory Departmental Canteens – Nominations from Ministries/Department's-regarding

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार के कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय के पेंशन एवं पेंशनभोगी कल्याण विभाग द्वारा उपरोक्त विषय पर दिनांक 10 जुलाई 2015 को जारी किए गए अधिसूचना संख्या No. 25/1/2013-Dir.(C) को जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners' Welfare Notification No. 25/1/2013-Dir.(C) dated 10th July 2015 on the above subject for information, guidance and compliance.

भवदीय/Yours faithfully

विनोद कुमार

(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति) / US(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 2) कार्यालय प्रतिलिपि/Office copy

No.25/1/2013-Dir. (C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi
Dated:-/07 July, 2015


Office Memorandum

Subject:- Training programme for Managerial Category and Cook Category Canteen employees of Non-Statutory Departmental Canteens- Nominations from Ministries/Department's-regarding.

The undersigned is directed to say that, with a view to impart professional skill to the employees working in Departmental Canteens functioning from Central Government Offices, it has been decided in consultation with the Ministry of Tourism to hold training programme for Managerial category and Cook category working in the Departmental Canteens. These training programme are **mandatory** and will be organized in the Institute of Hotel Management/FCIs located across the country.

2. The duration of the training programme would be 6 days. The scheduled dates of training programmes would be intimated in due course. TA/DA for trainees as admissible will be borne by the respective Ministry/Department.

3. The Ministries/Department's are requested to forward nomination of one or two Canteen employees for each batch in the enclosed proforma (I & II) to the Department of personnel & Training by 14th August, 2015.


(Pratima Tyagi)
Director (Canteen)
Tel. No. 24624722

Encl : As above

To:-

1. All Ministries/Department 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. All Department Canteens.
3. Ministry of Tourism (Shri Vijay Kumar, Consultant), C-I Hutments, Dalhousie Road, New Delhi with respect to their letter number 3(9)/2008-CBSB dated 2nd July, 2015.

Proforma-I

Name of the
Ministries/Departments/Offices _____
[For Delhi/Outside Delhi]

S.No.	Designation	Name of the Employee	Remarks
1.	General Manager		
2.	Deputy General Manager		
3.	Manager II		
4.	Manager-cum-Accountant		
5.	Asstt. Manager-cum-Storekeeper		
6.	Halwai-cum-Cook		
7.	Asstt. Halwai-cum-Cook		
8.	Canteen Attendant		

NOMINATION FORM

Nominee's Information

1. Name : _____
2. Designation : _____
3. Phone No. : _____
4. Min./Deptt./Off.: _____
5. Date of Birth : _____
6. Complete office Address : _____

7. Postal : _____

8. Admn. Section : _____
- Room No. : _____
- Building Name : _____
- City : _____
- Pin Code : _____
- Tel./Fax : _____