

# **The Right to Information Act, 2005**

## **India Meteorological Department**

### **MANUAL-(XII)**



**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

#### **IMD Grant-in-aid Programme**

The India Meteorological department (IMD) is providing financial support for some selected research projects in the field of Meteorology and Atmospheric Science being conducted at University/Academic Institution and Government Organization under its grants-in-aid programme. The programme of funding the research projects in the field of Meteorology and allied sciences is to involve and encourage the young scientists working in research Institutes/Universities/organizations to take-up research in the field of Atmospheric Sciences, which will enhance the existing knowledge in these subjects with particular reference to the Indian region and also to supplement the in-house research in IMD.

Some guidelines are laid down to submit the research project which are as follows:-

Six copies of the proposal can be submitted any time during the year in the prescribed format.

Topics of the project should be related to advancement of knowledge in the field of meteorology and Atmospheric Science with particular reference to the Indian region.

Staff salaries, equipment, consumables, internal travel, charges of data procurement and analysis, contingencies and overheads are the components of grant, whereas infrastructure, buildings, laboratories and furniture are not allowed under the grant.

The project proposal is referred to experts for its evaluation and viability. Based on

the recommendation of experts, the project is considered for sanction.

The principal investigator (PI) is required to submit annual progress reports, which are evaluated by experts.

Four copies of the project completion report (PCR) are to be submitted. PCR is referred to experts for their comments. A copy of each of the PCR is kept in the IMD Library at New Delhi & Pune.

Following are the funds allocated to different University/ Institution for last five years:

Name of the University/ Institute	Amount Sanctioned				
	2000-01	2001-02	2002-03	2003-04	2004-05
CAS, IIT New Delhi	18,50,000	22,50,000	...	18,90,000	...
Jadavpur University Kolkata	4,27,000	2,31,000	3,01,614	4,05,012	3,17,721

## DEPARTMENTAL CANTEENS / TIFFIN ROOMS

Canteen facilities are being provided to IMD staff at Delhi/ Pune/ Mumbai/ Chennai/ Agra/ Shillong/ Srinagar/ Thiruvananthapuram as per **DOPT OM NO.3/1/99-Dir.(C) dated 31<sup>st</sup> March, 1999.**

### Object

Meeting the refreshment needs of employees in offices and workers serving in Industrial Establishments, during their working hours is an organizational commitment. This responsibility can be fulfilled only by departmentally running a well organized refreshment canteen. Such a canteen will meet the welfare needs of employees and make them more efficient at their work. The Heads of Departments/ Establishments/ Offices etc. are, therefore, expected to be liberal in setting up such a facility in their organizations.

Once a department/ office/ establishment decides to run a canteen, for obtaining satisfactory results, it has to be managed by following the prescribed norms and methods. A comprehensive set of guidelines and instructions for this purpose was first brought out in

the year 1980. Since then, several important changes with regard to the emoluments payable to canteen employees, audit of accounts of the canteens, payment of sales tax etc. affecting the functioning of canteens have come about. The present attempt is therefore, to update the compilation of existing guidelines/ instructions.

## **1. FACILITIES, OPERATIONAL CONSTRAINTS AND REQUIREMENTS FOR RUNNING CANTEENS**

A canteen is run departmentally as a measure of Staff Welfare. Therefore, it has a need to prepare and make available at economic rates various items of beverages, snacks and meals to the staff. For this purpose Government provides necessary accommodation at very nominal rent, initial/ replacement grants for purchase of equipments, utensils, crockery, cutlery and furniture and subsidy (100 per cent to Tiffin Rooms and 70 per cent to Canteens) on wages of employees subject to the condition that the canteen is registered with the Director of Canteens and employs the authorized number of employees only. Canteens set up by Cooperative Societies of the Office employees are also given these facilities provided the managing committee of such a canteen is headed by the Head of the Department/ Office as Chairman and it conforms to in all other respects the rules prescribed and are centrally registered.

Canteens (excepting those set up under section 46 of Factories Act) being run in Industrial Establishments of the Government are required to follow the provisions unless any of the Ministries / Departments have framed separate orders for the such canteens, under intimation to the Department of Personnel & Trainin

### **SCOPE**

Within the ambit of the rules the following types of canteens and tiffin room will be covered :-

(a) Canteens/tiffin rooms set up on Departmental basis and run as per scheme issued by the Department of Personnel and Training.

(b) Canteens/ Tiffin Rooms set up on Cooperative basis by a Society of Government employees with the Head of the Department/Office/ Establishment or his nominee as Chairman; and

(c) Canteens/ Tiffin Rooms set up in Industrial Establishments (other than those covered under Section 46 of the Factories Act) of the Government and which have not been exempted from following the rules in this publication due to the

availability of a separate and distinct set of rules and guidelines framed by the controlling Ministry/ Department.

As per the Policy of the Government, Canteens, if any run through private contractors will cease to exist and no new/ fresh contracts will be given.

Canteens/Tiffin Rooms run by drawing certain member of Government employees or by engaging solely part-time/daily wage workers have no separate set of rules for their functioning and as such Ministries / Departments which have such temporary arrangements may convert them to Departmental Canteens/ Tiffin Rooms.

Under no circumstances Tea/Coffee etc. will be allowed to be prepared by the Office employees within the office rooms.

## **DEPARTMENT SHOULD GIVE ATTENTION TO THE FOLLOWING ASPECTS FOR EFFICIENT AND EFFECTIVE RUNNING OF THEIR CANTEENS:-**

### **(i) GENERAL UPKEEP OF THE CANTEENS.**

Utmost priority needs to be accorded in Canteens to high standards of cleanliness & hygiene. The Canteen premises should be got "White Washed" at regular intervals. The flooring of the premises should also be maintained without pot holes/crevices where dirt and water tend to collect. Repair work should be got done, from time to time, through the concerned Civil Works Agency. The floor area of the dining hall and the Kitchen should be got cleaned and kept dry at all times. Sweeping and mopping of the dining hall should be done three times a day at regular intervals. The Kitchen staff should be instructed not to spill cooked items on the floor or throw around left overs, vegetable cuttings, etc. on the floor or on the cooking platforms. They should be asked to keep the kitchen premises clean at all times. Garbage, left overs etc. should not be left in the kitchen at night. Exhaust fans should be made available in the kitchen to keep the area free from smoke and oil fumes. Necessary arrangements for preventing flies and other insects from entering the kitchen premises should be made.

### **(ii) TURN OUT OF CANTEEN STAFF**

- The proper turn out of the Canteen staff in the uniforms given to them and their personal hygiene is an important aspect. The wearing of the prescribed uniforms including aprons, caps etc. should be strictly enforced by the Canteen Managers. Personnel reporting for duty without uniforms should not be allowed to start work and indiscipline in this regard should be firmly dealt with. The Canteen staff should not sport long hair, keep their nails uncut/unclean and should not be suffering from any infectious disease. They should be detailed for medical check up atleast once in 12 months.

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**(iii) KEEPING OF ACCOUNTS**

Records of their transactions in the prescribed books on a day to day basis should be maintained by the Manager. Entries in the Cash book are required to be authenticated/counter signed by the Manager and Honorary Secretary of the Canteen on daily basis. The profit/loss account and Income & Expenditure statement should be prepared every month. The financial position and the working of the Canteen itself should be reviewed every month. Annual accounts should be prepared immediately on the close of the financial year and should be got audited from the Accounts/Audit Authority of the Department.

**(iv) QUALITY OF CROCKERY/CUTLERY/QUALITY OF FOOD PREPARATIONS.**

- The quality of crockery/cutlery should be maintained, worn out crockery should not be put to use. These have to be properly supervised by the Manager. Melamine crockery items should be used which are easier to maintain and comparably longer lasting than China/Clay crockery. The Department/Canteen Managements should also keep a strict vigil over the quality /quantity of raw materials used for preparation of dishes as per the set norms and ensures strict control over the weights of the products sold through their Canteens.

**(v) WELFARE AND REDRESSAL OF GRIEVANCES OF CANTEEN STAFF**

- (a) Canteen staff have been declared as Government employees from 1/10/91 on the basis of an order passed by the Hon'ble Supreme Court in Writ Petition no.6189-7044 & 8246-8255. Consequently from that date, all benefits as are applicable to all other sections of Government Staff on a

common basis are also extendable to the Canteen Staff.

**(vi) PENSION, GRATUITY & GENERAL PROVIDENT FUND  
(OM NO.12/3/92-Dir.(C) dated 16/11/92 & 16/12/93)**

(The above Office Memoranda provide that Qualifying Service of Canteen Staff will be reckoned from 26/9/1983 - date of Interim Order passed by the Hon'ble Supreme Court in the Writ Petition of Canteen Staff- and further that where an employee does not have the minimum Qualifying Service of 10 years for becoming eligible for pension, he/she would be allowed to count the service rendered by him/her prior to 26/9/1983 also to the extent of the shortfall in the minimum stipulated period of ten years. Further, the Canteen employees, having been declared as Govt. employees w.e.f. 1/10/1991, may be enrolled under the General Provident Fund Scheme applicable to all Sections of Government employees. Action may be taken to withdraw the contributions, if any, made to the EPF Organization earlier and deposit the employee's share along with interest thereon to the respective newly opened GPF Accounts).

**OM NO.12/3/92-Dir.(C) dated 10/5/1996**

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(This O.M. clarifies that, for the purpose of payment of Gratuity, the entire service rendered by the Canteen employees will be reckonable).

**(vii) ACCOMMODATION**

**Ministry of Urban Affairs & Employment, Directorate of Estates Office  
Memorandum NO.12035/6/87-Pol.II dated 13/11/1997.**

(The Staff serving in non-statutory Canteens/Tiffin Rooms have been allowed to reckon their "date of priority" for allotment of Government Accommodation from the date of their initial appointment itself).

**IMPLEMENTATION OF STAFF INSPECTION UNIT (SIU) RECOMMENDATIONS  
ON THE REVIEW OF NORMS FOR NON-STATUTORY DEPARTMENTAL CANTEENS  
FUNCTIONING IN CENTRAL GOVERNMENT OFFICES.**

After careful examination of all the aspects, the Competent Authority has decided to give effect to the recommendations of the SIU in the following manner.

**(i) RE-CATEGORIZATION OF CANTEENS AND THE REVISED STAFFING PATTERN THEREIN -**

As per recommendations of the SIU, the existing Canteens will be re-categorized as per the norms prescribed in Annexure A(i) to A(xv). The details of the staff to be engaged in the re-categorized Canteens have been mentioned in Annexure A(i) to A(xv). While doing so, the Ministries / Departments should adhere to the following stipulations :-

(a) The Tiffin Rooms should exist only in the buildings where other types of Canteens are not in operation. Therefore, all Tiffin Rooms presently located in buildings where other types of Canteens are functioning need to be closed.

(b) If any Canteen is required to cater to more than 6500 employees (Annexure A(i) to (xv) contains staffing pattern for the Canteens catering upto 6500 employees), the matter should be reported to the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Office of the Director of Canteens. In such cases, DOPT would consider the matter and may prescribe the revised category and the staffing pattern of such a Canteen, as may be warranted, in consultation with the Staff Inspection Unit of the Department of Expenditure, Ministry of Finance, etc.

(c) The staff rendered surplus, if any as a result of the re-categorization of the existing Canteens will be governed as per the existing Government instructions issued by the Re-training and Re-deployment Cell of the Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training vide their OM NO.1/1/2002-CS.III dated 26/3/2002 read with instructions issued vide DOPT OM NO.1/18/1988-CS.III dated 1/4/1989, as amended from time to time.

**(ii) UP-GRADATION OF PAY SCALES OF CERTAIN POSTS**

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While laying norms for re-categorization of existing Canteens, the SIU have also recommended up-gradation of pay scales of certain posts. The hierarchy of these posts and the pay scales attached thereto in the re-categorized Canteens should be as under :-

S.NO.	Designation	Pay Scale
1	General Manger	5500-9000
2	Deputy General Manager	5000-8000
3	Manger Grade II	5000-8000
4	Manager-cum-Accountant	5000-8000
5	Assistant Manager-cum-Store Keeper	4000-6000
6	Clerk	3050-4590
7	Halwai-cum-Cook	3200-4900
8	Assistant Halwai-cum-Cook	3050-4590
9	Tea/Coffee Maker	2610-3540
10	Bearer	2610-3540
11	Wash Boy	2250-3200
12	Safaiwala	2550-3200

### **(iii) CHANGE IN NOMENCLATURE OF CERTAIN POSTS/DESIGNATION**

With a view to have proper utilization of available manpower in the non-statutory Departmental Canteens, the following posts should be re-designated as under :-

S.NO.	Existing Designation	Revised Designation
1	Accountant	Accountant-cum-Manager
2	Halwai	Halwai-cum-Cook
3	Assistant Halwai	Assistant Halwai-cum-Cook

### **(iv) OUTSOURCING THE ACTIVITY OF SETTING UP OF CANTEENS IN GOVERNMENT OFFICES**

The issues concerning out-sourcing/contracting out Canteen services are separately under examination of this Department. The possibility of out-sourcing is considered before giving clearance for setting up new Canteens and in the existing Canteens also, the possibility of out-sourcing some of the services is considered provided the existing staff is not affected.

### **(v) PROPER LIAISONING BETWEEN THE DEPARTMENTAL CANTEENS AND THE OFFICE OF THE DIRECTOR (CANTEENS)**

With a view to have a proper system of liaisoning between the non-statutory

Departmental Canteens functioning in Government Offices and the Ministry of Personnel, Public Grievance and Pensions (Department of Personnel and Training - Office of the Director (Canteens) after implementing the above recommendations in their canteens, all the Ministries/Departments of the Government of India including their Attached and Subordinate offices are required to intimate the details of the Re-categorized Canteens, in the prescribed proforma as at Annexure 'C' to this Ministry.

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### **ANNEXURE-C**

**From : The Head of the Department/Office under whom the Canteen is functioning**

To

The Director (Canteens)  
Department of Personal & Training,  
Room NO.361, 3<sup>rd</sup> Floor,  
Lok Nayak Bhawan, New Delhi-110003.

**Sub:- Request for re-categorization of Canteen.**

Sir,

The under mentioned Canteen/Tiffin Room functioning in this Ministry/Department/Office may please be re-categorized with the Department of Personal & Training, Ministry of Personnel, Public Grievances and Pensions.

1. Name of the Existing Canteen/Tiffin Room
2. Existing Registration NO. of the Canteen/Tiffin Room
3. Date since when it is functioning
4. Name & address of the controlling Ministry/Department/Office.
5. Type of re-categorised Canteen.
6. Number of Government employees (users) served by the Canteen.

2. A statement indicating existing staff strength and the revised staff strength (after re-categorisation of the Canteen) with corresponding pay scales is enclosed.

Yours faithfully,

**Note :**

1. In case of Tiffin Rooms, the Department has to submit a certificate to the effect that

there does not exist any type of Departmental canteen for the welfare of the staff in the same building. The Tiffin Room should only exist where there is no departmental canteen.

2. The department running the canteen should send the original certificates of the user offices and their willingness with the strength of the staff along with this annexure.

**Annexure A(i)**

**NORMS FOR TIFFIN ROOM 'B' TYPE**

Revised Range                      25-49 employees

S.NO.	Name of Post	Scale of Pay	Revised Norms
1	Tea/Coffee Maker	2610-3540	1
2	Wash Boy	2550-3200	1
	Total		2

**Annexure A(ii)**

**NORMS FOR TIFFIN ROOM 'A' TYPE**

Revised Range                      50-99 employees

S.NO.	Name of Post	Scale of Pay	Revised Norms
1	Clerk	3050-4590	-*
2	Tea/Coffee Maker	2610-3540	1
3	Bearer	2610-3540	1
4	Wash Boy	2550-3200	1
	Total		3

- Note :One Bearer may be provided instead of Counter Clerk/Sales Man. The work relating to Counter Clerk/ Salesman can be looked after by Tea/Coffee Maker. As there is a very nominal collection, the record can be maintained by the concerned Section dealing with the Canteen matters.

**Annexure A(iii)****NORMS FOR 'D' TYPE CANTEEN**

Revised Range                      100-500 employees

S.NO.	Name of Post	Scale of Pay	Revised Norms
1	Manager-cum-Accountant	5000-8000	1
2	Clerk	3050-4590	1
3	Halwai-cum-Cook	3200-4900	1
4	Tea/Coffee Maker	2610-3540	1
5	Bearer	2610-3540	2
6	Wash Boy	2550-3200	1
7	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		7

- Note : 'D' type Canteens should provide for lunch facility

**Annexure A(iv)****NORMS FOR 'C' TYPE CANTEEN**

Revised Range                      501-1000 employees

S.NO.	Name of Post	Scale of Pay	Revised Norms
1	Manager Gr.II	5000-8000	1
2	Assistant Manager-cum Store Keeper	4000-6000	1
3	Clerk	3050-4590	2
4	Halwai-cum-Cook	3200-4900	1
5	Assistant Halwai-cum-Cook	3050-4590	1
6	Tea/Coffee Maker	2610-3540	1
7	Bearer	2610-3540	4
8	Wash Boy	2550-3200	2

9	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		13

**Annexure A(v)**  
**NORMS FOR 'B' TYPE CANTEEN**

Revised Range                      1001-1500 employees

S.NO.	Name of Post	Scale of Pay	Revised Norms
1	Manager Gr.II	5000-8000	1
2	Assistant Manager-cum Store Keeper	4000-6000	1
3	Clerk	3050-4590	2
4	Halwai-cum-Cook	3200-4900	2
5	Assistant Halwai-cum-Cook	3050-4590	1
6	Tea/Coffee Maker	2610-3540	1
7	Bearer	2610-3540	5
8	Wash Boy	2550-3200	2
9	Safaiwala	2550-3200	Services to be outsourced in the long run
	Total		15

**Annexure A(vi)**  
**NORMS FOR 'A' TYPE CANTEEN**

Revised Range                      1501-2000 employees

S.NO.	Name of Post	Scale of Pay	Revised Norms
1	Manager Gr.II	5000-8000	1
2	Assistant Manager-cum Store Keeper	4000-6000	1
3	Clerk	3050-4590	3

4	Halwai-cum-Cook	3200-4900	2
5	Assistant Halwai-cum-Cook	3050-4590	2
6	Tea/Coffee Maker	2610-3540	1
7	Bearer	2610-3540	7
8	Wash Boy	2550-3200	3
9	Safaiwala	2550-3200	Services to be outsourced in the long run
Total			20

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**Annexure A(vii)**

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**NORMS FOR '2A' TYPE CANTEEN**

Revised Range                      2001-2500 employees

S.NO.	Name of Post	Scale of Pay	Revised Norms
1	General Manager	5500-9000	1
2	Manager-cum-Accountant	5000-8000	1
3	Assistant Manager-cum Store Keeper	4000-6000	1
4	Clerk	3050-4590	3
5	Halwai-cum-Cook	3200-4900	2
6	Assistant Halwai-cum-Cook	3050-4590	2
7	Tea/Coffee Maker	2610-3540	2
8	Bearer	2610-3540	8
9	Wash Boy	2550-3200	3
10	Safaiwala	2550-3200	Services to be outsourced in the long run
Total			23

**Description of the Canteen/Tiffin Room in IMD with address are as follows:**

<b>S.NO.</b>	<b>Description of the Canteen/Tiffin Room with address</b>	<b>Existing Category</b>	<b>Revised Category</b>
1	Non-Statutory Departmental Canteen, D.G.M.'s Office, Mausam Bhawan, Lodi Road, New Delhi.	Type 'A' Canteen	Type '2A' Canteen
2	Non-Statutory Departmental Canteen, ADGM(R), Shivaji Nagar, Pune	Type 'A' Canteen	Type 'B' Canteen
3	Non-Statutory Departmental Canteen, DDGM, RMC, Mumbai Colaba, Mumbai	Type 'D' Canteen	Type 'D' Canteen
4	Departmental Tiffin Room, Chennai, DDGM, RMC Chennai, 50 College Road Chennai	Type 'A' Tiffin Room	Type 'D' Canteen
5	Departmental Tiffin Room, Thiruvananthapuram, M.C. Thiruvananthapuram.	Type 'A' Tiffin Room	Type 'D' Canteen
6	Departmental Tiffin Room, Srinagar, M.C. Srinagar.	Type 'A' Tiffin Room	Type 'A' Tiffin Room
7	Departmental Tiffin Room, H.F. Agra, DDGM(UI) New Delhi.	Type 'A' Tiffin Room	Type 'A' Tiffin Room
8	Departmental Tiffin Room at AWS Lab. Pashan, Pune-8	Type 'A' Tiffin Room	Type 'A' Tiffin Room
9	Departmental Tiffin Room, at CSO Shillong. Meath House Shillong.	Type 'B' Tiffin Room	Type 'B' Tiffin Room
10	Departmental Tiffin Room, Seismo(Ridge) Delhi-7	Type 'B' Tiffin Room	Type 'B' Tiffin Room

