

CHAPTER II
ACCOMMODATION AND CIVIL/ELECTRICAL WORKS

2.1 Basic Requirements

Accommodation for the canteens is to be provided by the Department/Office concerned in consultation with their Estate Agency. Initial provision of fixtures and required number of fittings in the canteen building like those of ceiling fans, fluorescent and ordinary lighting arrangement, power plugs, switch gears, exhaust fans, geyser, water cooler, room coolers, wash basins, sinks, glazed tiles, marble top counters, shelves/slabs, Fly proof doors, adequate running water facility with water Storage Tanks, Hood for fumes, Exhaust over the cooking area, white washing distemper, Paint/Polish, etc. and their maintenance thereafter will be the responsibility of the civil works agency of that Department/Office. If the funds for this purpose cannot be provided by the Civil Works Agency, the funds will be arranged by the Department/Office concerned out of their own budgetary grants in consultation with their Integrated Financial Advisers.

2.2 Floor area

The Floor area for a canteen should be decided taking into account the strength of the Department/Office, in consultation with the Civil Works Agency, which should be sufficient to provide a dining hall of a size where 1/3rd of the office strength could be entertained at a time with the provision of a separate ladies room and preferably separate rooms for kitchen, pantry, store, gas/fuel room, dry ration, fresh vegetables room with the Bins/Racks designed to follow the system of "First in First Out" (FIFO), cabin for the coupon clerk and the dish washing room, etc. As per rough estimates the total area for an A or B type canteen should be minimum 4000 sq. ft., for C or D type 3000 sq. ft. and for A or B type tiffin Room about 300 sq. ft.

The floor area for canteens set up after February, 1985 (including the space for dining-hall and the kitchen etc.) may be so as to cater 1 sq. ft. (0.09 Sq. Metre) per employee of an office Canteens set up prior to February, 1985 would continue to be governed by the earlier provision.

(Department of Personnel & Trg. O.M. No. 4/8/81-Dir. (C) dated the 5th February, 1985)

2.3 Rent

The nominal rent payable by the Departmental Canteens and tiffin rooms for the office accommodation occupied by them is Re. 1/- (Re. one only) per annum. For Cooperative Canteens/tiffin rooms it is Re. 1/- (Re. one only) per month.

2.4 Subletting or sub contracting of canteen premises

Subletting of canteen premises to any person or party for any purpose like setting up a cigarette shop, fruit shop etc. is not permissible. However if the demand for such items exists, the managing committee may arrange to sell these in the canteen by taking the assistance of a canteen worker out of the existing authorised strength. Income and expenditure etc. on this account will be credited and debited to the canteen Accounts.

2.5 Payment of Electricity and Water Bills

* Payment of Electricity and water bills pertaining to Departmental Canteens will be made directly by the concerned sections of the Department/Office concerned. Cost of electricity charges for lights, fans, refrigeration, sterilisation and water charges will be borne by the Office/Estts. concerned.

Consumption of liquified petroleum gas will be subsidised by the Government to the extent of 25 per cent, for the period of first five years, from the date of procurement of the gas connection.

Environmental turbulence, cultural variables and the relevant task environment have an unquestioned but inadequately assessed impact on organisational performance.

—WONSTON OBERG