

CHAPTER V

PERSONNEL

5.1 Personnel-Entitlement

The canteen staff entitled to be employed for each type of canteen, tiffin room as authorised vide Government Order No. 7/47/63-W II dated the 10th December, 1964 as amended from time to time is reproduced as at annexure III.

5.2 Conditions of Service, Recruitment Rules

The conditions of service and recruitment rules for the employees of the Departmental Canteens, consequent to their acquiring the status of holders of civil Posts with effect from 1st October, 1979 are those as framed under proviso to article 309 of the constitution and are contained in GSR-54 issued under Government of India, Department of Personnel and Training Notification dated 23rd December, 1980. To the employees of the Canteens run by the Co-operative Societies these conditions will apply in conjunction with the bye-laws of the Society and local co-operative laws in force.

5.3 Status of Canteen Workers

The employees of the Departmental Canteens and Tiffin Rooms have been declared as holders of civil posts, in connection with affairs of the Union with effect from 1-10-79, vide Government of India Notification No. 6(2)/23/77-Welfare dated the 11th December, 1979 reproduced at annexure IV.

5.4 Scales of Pay

The employees of the non-statutory Departmental & Cooperative canteens/tiffin rooms will be paid the pay and allowances at the same rate and at the same basis on which the employees of statutory canteens are being paid. These orders are effective from 26-9-83. The scales of pay existing as on 1-1-86 are given in Annexure V.

(No. 3/2/8/83—Dir(c) dated 3-11-83 and 3/2/10/86—Dir(c) dated 24-11-86)

5.5 Procedure for Disciplinary Action

Before taking any disciplinary action, procedure as set out in Chapter IV (Conduct and Discipline) of GSR-54 dated 23rd December, 1980 published in the Gazette of India Part II Section 3, sub-Section (1) dated 17th January, 1981 will be followed.

5.6 Training

Periodical training programmes for managerial and other canteen staff may be centrally arranged by the Director of Canteens in liaison with recognised Catering Institutes. The names of persons to be trained as recommended by the Managing Committees to the Director of Canteens, Department of Personnel and Training will be sponsored, if the number of prospective trainees is sufficient to form a group. The fee chargeable by the Institutes is to be borne by the Department/Office under whom the trainee is employed. Travelling allowance, if required, is payable out of canteen fund's.

ANNEXURE—III

(Para 5.1.)

ENTITLEMENT OF EMPLOYEES IN VARIOUS TYPES OF CANTEENS/TIFFIN ROOMS

S.No.	Appointment	Canteens Type				Tiffin Rooms	
		A	B	C	D	A	B
1	Manager	1	1	1
2	Asstt. Manager/Cum Store-Keeper	1	1
3	Manager/Cum Salesman	1
4	Counter Clerk/Salesman/Kitchen Clerk	2	1	1	1	1	..
5	Coupon/Reserve Clerk	1	1	1	1
6	Halwai	1	1	1	1
7	Asstt. Halwai	1
8	Cook	1	1
9	Tea/Coffee Maker	1	1	1	1	1	1
10	Bearer	7	5	3	2
11	Washboy/Dish Cleaner	2	2	1	1	1	1
12	Sweeper	1	1	1
		19	15	10	8	3	2

In addition to above, the following staff is authorised in group of more than 'A' type Canteen under one management in lieu of staff at serial Nos.1 & 2 above.

A group of Two 'A' Type Canteens A group of more than 2-A type Canteens

13	General Manager	1	1
14	Deputy General Manager	1
15	Accountant	1	1
16	Cashier	1	1
17	Store-keeper	1	1
18	Internal Auditor	1 (Part-time)	1 (Part-time)