
	<p>कार्यालय: रक्षा लेखा नियंत्रक (सेना), मेरठ छावनी Office of the Controller of Defence Accounts (Army). बैल्वेडियर परिसर, आयुद्ध पथ, मेरठ छावनी-250001 Belvedere Complex, AyudhPath, Meerut Cantt. – 250001 फोन नं/Ph.0121-2644273. फैक्स/Fax:0121-2646216/2646254</p>	
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Important Circular

.No. AN/07/7022/Circular/2023

Date:17.01.2024

To,

The Officer-in-Charge

1. PAO(ORs) JRC, Bareilly
2. PAO(ORs) KRC, Ranikhet
3. PAO(ORs) BEG&C, Roorkee
4. PAO(ORs) GRRC, Lansdowne
5. AAO(Army) Agra
6. AAO(Army) Dehradun

Subject: Wet Canteen :DAD establishment

Please find the enclosed copy of HQrs Office letter no. Grievance/Misc/Corr/2023/e-3631 , dated:16.01.2024 regarding submission of feedback report on adherence to various guidelines issued by DOP&T.

In this regard it intimated to furnish a feedback report to this office latest **by 1st Feb 2024** on under mentioned issues as per proforma enclosed in annexure 'A'

Please accord top priority.

Encl: as above


Sr. Accounts Officer (AN 7)

Copy to:
IT&S Cell, (Local)

It is requested to upload the circular along with enclosures on CDA(Army)'s website.


Sr. Accounts Officer (AN 7)

“हर काम देश के नाम”



कार्यालय, रक्षा लेखा महानियंत्रक

उलानबटाररोड, पालम, दिल्लीछावनी-110010

Controller General of Defence Accounts,

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665558, 25665745

Fax: 25674806 / 25674821

email: grievancecgda.dad@gov.in

शिकायत प्रकोष्ठ (Grievance Cell)



No. Grievance/Misc/ Corr/2023/c-3631

Date: 16/01/2024

To

All PCsDA/CsDA

(Through E-mail)

Sub: Wet canteen : DAD establishment.

Ref: Administrative Instructions on Departmental Canteens in Government offices & Industrial establishments (Third Edition-2008).

As a matter of staff welfare, Departmental canteens/Tiffin rooms have been set up to make available hygienically prepared beverages, snacks & meals to the employees during the working hours at reasonable rates in light of directions issued under Administrative instructions on Departmental canteens in Govt. offices and Industrial establishments (Known as “Green Book”). Copy enclosed for ready reference please.

2. In view of above, field Controllers offices are requested to furnish their feed back report regarding adherence to DOP&T guidelines on undermentioned issues as per proforma enclosed as annexure-‘A’ to this letter.

- (i) Total No. of Canteens/ Tiffin Rooms running under command.
- (ii) Availability / Reasonability and display of rate list in Canteen/ Tiffin rooms.
- (iii) Existence of food committee & display of day wise Menu chart.
- (iv) No. of employees engaged in Canteens/ Tiffin Rooms.
- (v) No. of workers outsourced to run Canteens/ Tiffin Rooms.
- (vi) Observance of Hygiene parameters in Canteens/ Tiffin Rooms.
- (vii) Maintenance of Accounts as per laid down procedure.
- (viii) Profit utilization of canteens, if, any.

Therefore, it is requested to furnish the feed back report as per enclosed proforma, to be reached in this HQrs. Office by 05/02/2024 through e-mail without fail.

This issues with the approval of CGDA

Encl:- As above.

(Dr. B. K. Singh, IDAS)
Jt.CGDA & Public Grievance Officer

Annexure-“A”Letter No. **Grievance/Misc/Corr/2024/c-3631****Date: 16 /01/2024**

Sl. No.	Description	Remarks
1.	Name of the offices where Canteen/ Tiffin Room have been set up.	(a) Canteen: (name of the office) (b) Tiffin Rooms:
2.	Availability and display of rate list in canteen/ Tiffin rooms. (Please attach Sheet)	
3.	Existence of food committee & display of day wise Menu chart. (Please attach Sheet)	
4.	No. of employees engaged in Canteens/ Tiffin Rooms.	
5.	No. of out sourced workers engaged to run Canteens/ Tiffin Rooms.	
6.	Maintenance of Annual Accounts (Refer Para-16.1)	
6.	Profit utilization of Canteens if, any (Refer para 16.11 of instructions)	
7.	Observance of Hygienity parameters in Canteens periodically.	
8.	Value added comments, if, any.	

Group Officer (AN)