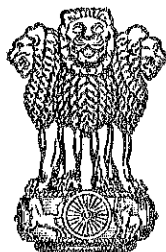


**COMPENDIUM OF WELFARE
PROGRAMMES/INSTRUCTIONS
OF FACILITIES**

(As on 1-06-2001)



सत्यमेव जयते

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL AND TRAINING)
GOVERNMENT OF INDIA, NEW DELHI**

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FOREWORD

The Central Government being the largest single employer in the country, bears the major responsibility of looking after the welfare of a large number of employees spread all over the country. This Ministry recognizing that welfare of employees is one of prime tasks of Personnel Management, provides and aids a large network of staff welfare programmes underlining the fact that improvement in the working and living conditions of the employees and their families, leads to efficiency and high morale amongst them. A need was, therefore, felt for an updated compendium of instructions giving a brief account of the various welfare measures most of which have been taken up by this Ministry.

While due care has been taken that this compendium is error free, it is possible that some errors might have escaped attention. If any error is detected, it may kindly be brought to the notice of Department of Personnel and Training (Welfare Division) for rectification.

I would like to record my appreciation for the efforts made by the officers and staff of the Welfare Division led by the Chief Welfare Officer S. Gopal, J. S. Bhatia, Under Secretary (Welfare) in this Department in preparing and giving proper presentation to this Compendium which, it is hoped, would be found useful by all concerned.

(P. K. Deb)
Joint Secretary (AT & A)

CHAPTER-II

CENTRAL GOVERNMENT EMPLOYEES WELFARE CO-ORDINATION COMMITTEES

In pursuance of the recommendation made by the Second Pay Commission, an inter-departmental committee was set up in October, 1960 to undertake a review of the existing staff-welfare arrangements for Central Government Employees and make recommendations for their improvement. The Committee made a number of recommendations covering various aspects of welfare activities such as working conditions, transport, medical and educational facilities etc. On the question of streamlining the Welfare Organisations, it inter-alia highlighted the need for the formation of high-power Committees of head of offices in places outside Delhi and recommended that in all important places where there is large concentration of Central Government employees such Committees may be formed for coordinating the welfare activities of the Central Government Offices located there.

The above recommendations were considered by the Government and it was decided that such HIGH-POWER COMMITTEES may be formed in all places where there are at least five Central Government Offices, the total number of Central Government employees stationed there being not less than one thousand. It was suggested that the senior-most officer in the area should act as Chairman of the Committee. As regards other office-bearers of the Committee, they should be elected by voting by the members of the Committee after giving due notice of ten days before the actual date of election. No office bearer should belong to Defence, Railways, Post and Telegraphs and Public Undertakings/Autonomous Bodies, the welfare activities of which are coordinated by their respective Committees or Boards.

(Circular No.15/2/62-WelfareII, dated 27th August, 1962 and Circular No. 5(3)/11/78-Welfare dated 12th November, 1979, Department of Personnel and Administrative Reforms). (AnnexureV)

It has also been suggested that when the High-Power Committees are constituted, local representatives of the P&T Department and the Railways, besides a representative of the State Government, may be associated with the Committee, in view of the fact that most of the functions to be performed by the Committee i.e. provision of educational, medical and transport facilities, will necessarily involve the cooperation and assistance of the State Government.

In the first meeting of the High-Power Committee held in New Delhi on 16th February, 1972, the name of the High-Power Committee was changed to "CENTRAL GOVERNMENT EMPLOYEES WELFARE COORDINATION COMMITTEE".

2. At present there are 41 recognised Central Government Employees Welfare Coordination Committees functioning outside Delhi.

The main functions of the Coordination Committees are as follows:

- (a) to provide sports/recreation facilities in various localities (for this purpose, play grounds already available with various offices will be pooled, and where necessary, taken on hire from the State Government, local bodies etc.);
- (b) to arrange accommodation for indoor games and other recreational activities in the office complex where the offices concerned cannot do it by themselves;
- (c) to organise inter-departmental tournaments/cultural programmes;
- (d) to deal with matters of common interest to all offices e.g., educational, medical and transport facilities, grant of special holidays, working hours, etc., for which a reference to Central or State Government may be necessary;
- (e) to arrange canteen facilities for the members of the staff.

3. Central Government Employees Welfare Coordination Committees receive grant-in-aid from the Department of Personnel & Training every year for :

- (i) Cultural activities and indoor games and
- (ii) Secretarial assistance and other clerical work.

The quantum of grant-in-aid is sanctioned on the following pattern :

The quantum of grant-in-aid which has recently been revised and effective from the financial year 2001-2002 is sanctioned on the following pattern.

(i) Cultural Activities and Indoor Games

	Amount (in Rs.)
Places where staff strength of all the Central Government offices is	Revised grants-in-aid
Less than 5,000	4,800
Less than 10,000	9,000
Less than 20,000	13,500
Less than 25,000	14,250
Less than 30,000	17,250
More than 30,000	18,750

Note: The staff strength referred to above would exclude the staff of the P&T Department, Railways, Autonomous Bodies and Public Undertakings.

The above grant-in-aid is given to Coordination Committees subject to the condition that the Committee raise 5% of the grant by way of subscription from the member offices, failing which a 5% cut is imposed while sanctioning the grant-in-aid to Central Government Employees Welfare Coordination Committees.

(ii) Secretarial Assistance & other Clerical Work

2. The grants-in-aid to the Committees to meet the cost of Secretarial Assistance and other clerical work, stationery, postage and transport charges etc. will likewise be sanctioned on the following scale ;

	(in Rs)
Places where the staff strength of all Central Government Offices is	Revised grants-in-aid
Less than 25,000	3,000
Less than 50,000	4,200
Less than 75,000	5,400
Less than 1,00,000	6,600
Less than 1,25,000	7,800
More than 1,25,000	9,000

Note: The staff strength referred to above would include the staff of the P&T, Railways, Autonomous Bodies and Public Undertakings.

(Circular No.10/2/87-Welfare dated 12th October, 1987, Department of Personnel & Training) Coordination Committee Meetings - Inclusion of Staff side Representatives and circular No. 29/10/2000-Welfare dt. 1-6-2001 (**Annexure XXVIII**)

4. The Central Government Employees' Welfare Coordination Committees are required to invite five Representatives of staff side from the five largest offices in that regions, to attend the meetings of the Committees held for discussing the matters pertaining to Sports, Cultural activities and other Welfare measures.

(Circular No.10/8/86-Welfare dated 14.7.1986, Department of Personnel & Training. (**Annexure VI**))

The Coordination Committee may, however, meet separately to discuss matters other than those relating to Sports, Cultural and other welfare measures. In case it is decided to hold a single meeting for all the items then the agenda could be drawn in such a manner so that the items relating to sports, cultural and other welfare measures are grouped together either in the beginning or at the end to enable the staff side Representatives to attend the meeting only for those items.

The Chairman of the Coordination Committee may exercise his discretion in conducting the meeting in any manner keeping in view the above alternatives.

(Circular No.10/8/86-Welfare dated 18th February, 1987, Department of Personnel & Training). (**Annexure VII**)

CHAPTER-III

CENTRAL CIVIL SERVICES CULTURAL AND SPORTS BOARD

BACKGROUND

1. The Central Civil Services Cultural & Sports Board is the nodal agency for promotion of Sports and Cultural activities amongst Central Government Employees. Established in 1964 as the Central Secretariat Club, the initial objective of the Board was promotion of sports and cultural activities amongst the Central Secretariat employees in Delhi only. However, in course of time in order to cater to the needs of the Central Government employees located outside Delhi, Regional Sports Boards were set up in Cities where the number of Central Government employees was more than one thousand. At present, there are 18 Regional Sports Boards (called, Central Civil Services Regional Sports Board for Culture and Sports). The Details of these Regional Sports Boards and their areas of jurisdiction are as under:-

Name of the Regional Sports Board	Central Government Employee Welfare Coordination Committee in the area	Area allotted/Covered
RSB Bangalore	Bangalore and Panaji	Karnataka and Goa
RSB Bhubaneswar	Bhubaneswar, Cuttack and Sambalpur	Orissa
RSB Calcutta	Calcutta and Port Blair	West Bengal, Sikkim and Andaman Islands
RSB Chandigarh	Chandigarh and Shimla	Union Territory of Chandigarh and Himachal Pradesh.
RSB Chennai	Madras & Pondicherry	Tamil Nadu and Union Territory of Pondicherry
RSB Cochin	Cochin, Calicut, Trichur and Trivandrum	Kerala and Lakshadweep
RSB Faridabad	Faridabad, Rohtak, Karnal and Ambala	Haryana
RSB Hyderabad	Hyderabad & Vishakhapatnam	Andhra Pradesh
RSB Imphal	Imphal, Agartala and Kohima	Manipur, Tripura, Mizoram and Nagaland
RSB Indore	Indore, Bhopal, Gwalior, Jabalpur and Raipur	Madhya Pradesh and Chhattisgarh
RSB Jaipur	Jaipur, Udaipur and Ujjain	Rajasthan
RSB Jalandhar	Jalandhar, Ludhiana and Patiala	Punjab
RSB Kanpur	Kanpur, Allahabad, Aligarh, Dehradun, Mathura, Meerut, Mussoorie and Lucknow	Uttar Pradesh and Uttaranchal
RSB Mumbai	Mumbai, Nagpur and Pune	Maharashtra
RSB Ranchi	Ranchi and Asansol	Bihar and Jharkhand
RSB Shillong	Shillong and Guwahati	Arunachal Pradesh, Assam and Meghalaya
RSB Srinagar	Jammu and Srinagar	Jammu & Kashmir
RSB Vadodara	Ahmedabad, Vadodara and Rajkot	Gujarat, Daman and Diu and Dadra

ORGANISATION

2. The Board is a society registered under the Registration of Societies Act, 1860. It works under the aegis and control of Ministry of Personnel, P.G & Pensions. Secretary (P) is the ex-officio President of the Board. In addition, the

Board has 8 members out of which Secretary/Joint Secretary, Dept. of Youth Affairs & Sports, Secretary/Joint Secretary, Deptt. of Culture, Financial Advisor (Home), Joint Secretary (AT & SW) and Director/Chief Welfare Officer, Deptt. of Personnel & Training are the ex-officio Members. The other members of the Board are nominated by the President of the Board. The names of the Present Members as on 1-10-2000 of the Board are given in Annexure-VIII

ACTIVITIES

3. To carry out its activities the Board receives annual grants-in-aid from the Department of Personnel and Training. The Board passes on part of this aid to the Regional Sports Boards. An important area of activity of the Board is to organise various sports events. Inter-Ministry tournaments in 19 disciplines of sports and competitions in cultural activities are conducted by the Board in Delhi annually. The eligibility criteria for participation in Inter-Ministry Tournaments is given in Annexure-IX.

3.1 In addition, the All India Civil Services (AICS) Tournaments in the following sports/cultural events are jointly organised by the Board with the co-operation of State/UT Governments/ RSBs:-

- | | |
|---------------|-------------------|
| 1. Athletics | 10. Hockey |
| 2. Badminton | 11. Kabaddi |
| 3. Basketball | 12. Music & Dance |
| 4. Bridge | 13. Powerlifting |
| 5. Carrom | 14. Swimming |
| 6. Chess | 15. Table Tennis |
| 7. Cricket | 16. Tennis |
| 8. Drama | 17. Volleyball |
| 9. Football | 18. Weightlifting |
| | 19. Wrestling |

3.2 The allocation for holding these Tournaments is decided by the Board after ascertaining the convenience and choice of the State/UT Governments/RSB. Part of the expenditure for conducting the AICS tournaments is met by the Board @ Rs-30/- per person per day for actual days of the tournaments(including one day before and one day after the Meet). These tournaments not only provide an opportunity for a healthy competition amongst Central Government/State Governments employees, but also help foster National integration. Rules/regulations for participation in the AICS tournament are given in the succeeding paragraphs.

3.3 Eligibility of Players : The civilian employees of the Central Government working in Ministries and their attached subordinate offices located in Delhi, New Delhi including those in Armed Forces Headquarters (Civilian only), Railway, CAG, DGP&T, Customs and Excise are eligible for selection to the Central Secretariat team. Civilian personnel working in the offices of Heads of Central Police Organisation like CRPF, BSF etc., can also be included in the Central Secretariat team subject to the condition that they are not eligible to participate in the Police Meets. The State Governments/ Union Territories can select their teams from the employees serving in regular departments including educational institutions but not from Semi-Government or autonomous bodies or State Public Undertakings or similar offices. They can also include in their teams the civilian personnel working at Headquarters office of the State I.G, of Police provided such persons are not eligible to participate in the police Meets . The Regional Sports Boards may include in their team the Civilian Personnel belonging to local Audit, Accounts, Excise, Customs and Income Tax Offices etc. except the employees of Autonomous Bodies/Undertakings. In addition they may also include civilian staff working in the office of Heads of Central Police Organisation in their regions who are ineligible to participate in the police Meets.

3.4 Non-Eligible Categories : The following categories will, however, not be eligible to take part in the All India Civil Services (AICS) tournaments.

(i) Professional coaches although variously designated like Sports Officers, Instructors, etc, employed in Physical Training Institutions etc. are not allowed to take part in the AICS tournaments in respect of sports disciplines/ games. In case of A.I.C.S. competitions for cultural disciplines (Music & Dance, Short play etc.), professionals and hired artists/Govt. servants employed as artists, instrumentalists and Teachers of cultural disciplines are not eligible to participate.

(ii) A Newly recruited sportsman/artist will not be allowed to take part in the AICS tournament unless he has put in a minimum service of 6 months in the regular establishment/service before the commencement of the tournament/ competition.

(iii) Government employees attached to offices, on temporary duty.

(iv) Uniformed personnel in Services/Para Military/Police/RPF etc.

(v) Casual/Daily wage workers.

(vi) Employees of Public Sector Undertakings and Banks.

3.5 Inclusion of ineligible players in the AICS tournaments will lead to elimination of the team from the tournament.

3.6 Each competing team must submit in the prescribed performas, the names of the participants who will represent the team in the tournament. Complete list of players must be sent simultaneously to the host state and Secretary, Central Civil Services Cultural and Sports Board 15 days before the Start of the tournament. Before taking part in the tournament, the teams shall produce a certificate from their respective State Governments/Heads of the Department certifying that the participating players of their teams are eligible to play in terms of foregoing rules.

3.7 Entry Fee: There will be no entry fee for the tournament.

3.8 The host State/RSB shall Conduct the matches and bear all expenses towards ground charges, Officials/Referees/Umpires/ Judges etc. and other expenses in connection with the Opening /Prize distribution ceremony. On request from the Host the Board may make appropriate arrangements to provide Referees/Umpires etc. for the tournament/competition, Payment of fee will be made by the Host. The Host shall not engage Referees/Umpires etc. from Delhi/New Delhi without prior permission of Secretary, Central Civil Services Sports and Cultural Board. The following facilities shall be provided by the host state/RSB to the teams coming from outstation :—

- (a) Free lodging to the participating teams at the place of tournament for the period commencing not more than one day before the team is scheduled to play its first match and ending not more than one day after its last match in the tournament.
- (b) The teams coming from far off places involving railway journey exceeding 24 hours may on demand be allowed the facility of arriving not more than two days before their first fixture.
- (c) Free conveyance from the railway station to the place of stay and back.
- (d) Free conveyance from the place of stay to the play-ground and back on their match days.
- (e) Provide tea to the participating teams including their Managers and Officials on match days for Cricket tournament only.
- (f) Provide facilities for practice.
- (g) Provide medical facilities to the participating teams as and when required.
- (h) Issue certificate of participation to the participants.
- (i) Provide as far as possible, necessary facilities for rail reservation for the return journey of the outstation teams.
- (j) Send order of events/copy of the draws well in time to the participating organisation (at least 15 days in advance) to enable participating teams to arrange their rail reservation etc.

3.9 Facilities to be provided by CCSCSB :

- (a) Running trophies and individual prizes shall be provided by the Central Civil Services Sports and Cultural Board.
- (b) Central Civil Services Sports and Cultural Board will give a grant to the Organising State/RSB at the rate of Rs. 30/- per person per day for actual days of tournament (including one day prior to and one day after the meet). The grant will be reimbursed to the State Government after completion of All India Civil Services tournaments on submission of documents as required by the 'Board'.

3.10 Responsibilities of Participants :

- (i) The participants will have to bear the cost of their boarding at the venue.
- (ii) Will maintain strict discipline on and off the field.
- (iii) If the Organising State/UT Government makes arrangement for food at the place of stay of the members of the team they are bound to take the food under the centralised arrangements made by the Organisers and pay for the same.

3.11 The draw for the All India Civil Services tournaments will be made out by the host State/RSB keeping in view where necessary the previous year's Winners and 'Runners' who shall be so arranged as to avoid any undue strain on the participating teams/players. The losing semi-finalists may be kept in different halves.

3.12 Duration of tournament: The duration of the tournament may be fixed/changed keeping in view the number of entries and the feasibility of completing the tournament within that period. Whenever large number of entries are there, competition should be conducted in the morning and evening sessions.

3.13 The date and the time for each match shall be communicated to the teams before hand. The Committee, however, reserves the right to change by itself or through its nominee, at short notice, the date, time and venue of any match.

3.14 The competing teams shall be required to reach the ground at least fifteen minutes before the scheduled time of play. Any team failing to take the field within five minutes after the scheduled time may be scratched out.

3.15 Referees' decision shall be final and binding on the competing teams. In case of any team/teams walking off the fields of play after the interval, the team concerned shall be disqualified for future participation in the tournament.

3.16 Protest, if any, must be lodged in writing with the Secretary of the Board/Tournament Committee or his nominee within an hour after the expiry of the match to which the protest relates and must be accompanied by a protest fee of Rs. 300/- (Rupees three hundreds only) in cash which will not be refunded unless the protest is ultimately upheld by the Committee. The protest fee wherever forfeited on account of rejection of the protest will be deposited with the 'Board' after the conclusion of the tournament. No protest, however, will be entertained against any decision of an Umpire/Referee except on technical grounds. In all cases the decision of the Committee shall be final and binding.

3.17 In the event of similarity of colours of uniforms between two opposing teams, the Committee or its nominee may, prior to the commencement of the match, make one of the teams to change its colour of uniforms.

3.18 The Winners/Runners-up and the Hard Line Trophies cannot be won outright. However, the members of the Winning and Runners-up teams shall be awarded individual prizes. No individual prizes shall be awarded for the Hard Line match, if played.

3.19 All trophies must be returned in good condition before the end of the months from the date when the trophy is won or an earlier date, if so required by the Board, The Managers/Secretaries and Captains of the team shall have to sign receipt for the trophy in the form prescribed by the Board.

3.20 In all cases not covered by the above rules the decision of CCSCSB or by an official/Committee authorised by it shall be final and binding. The Board reserves the right to amend or alter any of the rules at any time, if necessary.

3.21 The foregoing rules shall, ipso facto, be binding upon all the teams competing in the AICS tournaments. (REF. No. 20/12/88-CCSCSB dated 3.10.1988—Department of Personnel & Training)

3.22 Besides Organising Inter-Ministry and AICS tournaments, the Board also conducts Trekking Programmes for the Central Government employees in collaboration with the Youth Hostel Association of India. A part of this expenditure on such programmes is met by the Board.

INFRASTRUCTURAL FACILITIES

4. The Board has a Sports Complex at Vinay Marg, New Delhi which provides facilities for Football, Hockey, Cricket, Athletics, Tennis/Volley ball. In addition, Tennis Courts are also maintained by the Board at Brassey Avenue, R.K. Puram and Bharati Nagar, in New Delhi, Besides, Cricket practice Pitches at Vinay Marg and Brassey Avenue and facilities for indoor games at Nirman Bhawan are also available.

INCENTIVES AND FACILITIES TO THE PARTICIPANTS

5. To encourage and improve the standard of participation in the sports, the Board has the following incentives schemes for the Central Government Employees :

- (i) 'Board gives cash awards of Rs.5,000/-, Rs.2500/- and Rs.1000/- respectively to any Central Government employee, who gets First, Second or Third position in national events and double the said amounts are given for International events.
- (ii) Cash award of Rs.2,000/- Rs.1,000/- or Rs.500/- respectively to the winners of First Second and Third position in any veteran Championship.
- (iii) Special prizes in cash or kind to those employees who obtain First, Second and Third Positions in the All India Civil Services Tournaments.

6. Following facilities are further available to the Central Government servants for participation in sporting events and tournaments of national or international importance.

1. Special Casual leave is granted to Central Government servants for a period not exceeding 30 days in any one calendar year for :

- (i) Participating in sporting events of national/International importance;
- (ii) Coaching/administration of teams participating in sporting events of national/international Importance;

- (iii) Attending coaching or training camps under Rajkumari Amrit Kaur coaching scheme or similar All India Coaching or training schemes;
 - (iv) Attending coaching or training camps at the National Institute of Sports, Patiala;
 - (v) Participating in Mountaineering expeditions.
 - (vi) Attending coaching camps in sports organised by National Sports Federation/Sports Boards recognised by All India Council of Sports, and
 - (vii) Participating in trekking expeditions;
2. Special casual leave is also granted to Central Government servants for a period not exceeding 10 days in any one calendar year for participating in Inter-ministerial and Interdepartmental tournaments and sporting events held in and outside Delhi.
 3. In the case of Central Government servants who are selected for participating in sporting Events of national/international importance, the period of the actual days on which they participate in these events as also the time spent in travelling to and from such tournament/meets may be treated as on duty. Further, if any pre-participation Coaching Camp is held in connection with the above mentioned events and the Government servant is required to attend the same, this period may also be treated as on duty. Consequently the existing provisions regarding grant of Special casual leave for the purposes mentioned in this regard may be treated as cancelled.
 4. The quantum of Special Casual Leave for a period not exceeding 30 days in a Calendar year allowed to Central Government employees, for purposes indicated at items(iii) to (vii) in para 1 above, will cover also their attending the pre-selection trials/camps connected with sporting events of national/international importance.
 5. The Central Government employees who are selected for participation in sporting events of national/international importance within India, may be allowed to travel by First Class by Train. In the case of events of International importance held outside India, they may be entitled to travel by economy class by air.
 6. (i) The number of increments to be awarded for achieving excellence in National events should be laid down at a scale lower than for excellence in International say one increment for National event and two increments for International events.
 - (ii) The total number of increments to be awarded to an individual should not exceed five in his/her entire career.
 - (iii) The increment so granted would continue to drawn at the same rate till retirement but this will not account for any service matter like Pay fixation on promotion, retirement benefits or TA/DA etc.

(O.M.No : 6/1/85-Estt(Pay-I) dated 16th July, 1985 Department of Personnel and Training Government of India as amended vide O.M.dated 7.11.1988)

7. The Central Government employees, who participate in Cultural activities like dance drama, music, poetic symposium etc of an All India or Inter State character, organised by the CCSCSB or on its behalf, are entitled to special casual leave not exceeding thirty days in any calendar year. Such special casual leave will, however, not be admissible for practice or for participation in cultural activities organised locally.

(O.M.No.27/3/68-Estt(B) dated 28th June, 1969, Ministry of Home Affairs, Government of India).

8. Similarly the Central Government employees are allowed special casual leave not exceeding fifteen days for participating in regional, national or international cultural programmes organised by the government of India or Government sponsored bodies. This special casual leave will, however, not be admissible for practice in connection with such cultural activities.

9. The term "Government Sponsored Body" denotes Institutions and Organisation substantially controlled by the Government and which receive substantial assistance from the Government in the form of grant-in-aid.

(O.M.Np.28016/1/87-Esst(A) dated 9.9.1987, Department of Personnel and Training)

SOURCE OF REVENUE

7. The major source of revenue of the 'Board' is the annual financial grants-in-aid received from the Government of India (Department of Personnel and Training) Some income also accrues to the Board on account of hiring out of its sports facilities.

CHAPTER-IV

CENTRAL GOVERNMENT EMPLOYEES' RESIDENT WELFARE ASSOCIATIONS

1. A comprehensive welfare programme envisages organisation of welfare activities touching upon a government servant's interest outside office hours, in the residential colonies. The organisation of these welfare activities is carried out by encouraging the Government employees to take active part in promoting their own welfare. Most of the cultural, social, recreational etc. activities are being performed through the medium of employees Organisations. The responsibility of the Government is restricted to the provision of financial assistance and guidance where necessary, in organisational matters.

2. Keeping these objectives in view, the Welfare Division of the Department of Personnel and Training has been encouraging the formation of Residents' Welfare Associations in the Government residential colonies in Delhi/New Delhi and outside Delhi. Such Associations have been formed in the Government residential colonies as well as private colonies in which 200 or more Central Government employees are residing in one compact area. These are named as "Central Government Employees Residents' Welfare Association"/"Kendriya Sarkar Karmachari Awasiya Sudhar Sabha" etc.

3. All the Residents' Welfare Associations of the Central Government employees, in order to be recognised and to be eligible for receipt of financial assistance from the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions are required to be registered under the Societies Registration Act, 1860. Though according to this Act, any seven or more persons having intention to form a Society may, by subscribing their names to a Memorandum of Association, form themselves into a Society, however, only in the Resident's Welfare Association having membership of not less than 200 government servants shall be registered by the Deptt. of Personnel & Training. Every Resident's Welfare Association to be eligible for registration under the Societies Registration Act shall have the "Memorandum of Association", and the 'Rules and Regulations of the Society/Association'

4. The Welfare Division of the Department of Personnel & Training, with a view to bring about uniformity and to provide guidance to these Associations in their organisational matters, have formulated a "Model Constitution" and Rules and Regulations" for the Resident's Welfare Association (**Annexure-X**).

5. Every Residents' Welfare Association seeking recognition and financial grant-in-aid from the Government is required to adopt this 'Model Constitution' word by word in its entirety with the approval of the General Body of the Association. Thereafter, a certificate to this effect is to be submitted to the Department of Personnel and Training, New Delhi. It may be noted that failure on the part of the Association in adopting this Constitution and submission of the required certificate to that effect shall make the Association ineligible for recognition and receipt of financial assistance from the Government of India.

(No-6/2/98-Welfare dated 24.8.99/10.9.99 of the Department of Personnel & Training, Government of India)-
Annexure -XI.

6. Sources of income

(a) The sources of the income of the Residents' Welfare Association shall be

- (i) Subscription and fees as laid down in the Constitution of the Association and/or funds raised from time to time on specified counts.
- (ii) Grant-in-aid from the Government;
- (iii) Donations from Government or official bodies.

(b) Grants-in-aid

Government of India (Department of Personnel and Training) gives grants-in-aid to all the recognised Residents' Welfare Associations. The quantum of the grants-in-aid, sanctioned annually - is determined on the basis of the total amount of subscription realised from the 'Regular Members' towards membership fee in the following manner :

Category of Central Government Employees	Quantum of grants-in-aid
Group 'D' employees	Three times of the amount of subscription From the 'Regular' members.
Group 'C' employees	Two times of the amount of subscription realised from the 'Regular' members.
Group 'B' and 'A' employees	Matching grant
Subject to a maximum grant of Rs.4500 (Rs. four thousands and five hundred only) in all cases.	

The existing pattern of grant-in-aid to RWAs is as under:

"The pattern of grant-in-aid given by the Department of Personnel and Training to RWAs is presently linked to the number of members groupwise i.e. quantum of grant-in-aid to Group 'D' employees is three times the amount of subscription realized from regular members, for Group 'C' two time and for Group 'A' and 'B' only matching grant is provided subject to a limit of Rs. 3000/- in all cases."

The above pattern would continue to be the same except that the grants to RWAs would now be subject to a limit of Rs. 4500/- in all cases. The increased grants as above would be applicable from the current financial year 2001-2002. I am therefore, directed to request that to enable this Department to release grant-in-aid well in time, audited accounts for the year 2000-2001 and other particulars may please be furnished to this Department at an early date.

This issues with the concurrence of Ministry of Home Affairs, Finance Division vide their U O Dy No. 1160/AFA(P)/2001 dated 25-5-2001.

7. Facilities to the Managing Committees of the Associations

The Resident Welfare Associations besides promoting social, cultural and other welfare activities are also expected to attend to the civic problems and other amenities in their areas. The associations should take up these matters with the local authorities through correspondence followed by personal visits or meetings with the concerned officers. The President/General Secretaries of the Associations may, therefore, have to meet these authorities during office hours. Instructions have been issued in this regard that the Presidents/General Secretaries of the Resident Welfare Associations recognised by this Department may be permitted to leave office during office hours, occasionally on receipt of specific written requests from them, subject to exigencies of office work and satisfaction of the officer concerned.

(O.M. No.4(3)/1/77-Welfare dated 26.9.1977 of the Department of Personnel & Administrative Reforms (now Department of Personnel & Training). **Annexure-XII.**

(Letter No. 29/10/2000 incl. dated 1st June, 2001). **Annexure-XXIX.**

CHAPTER-V

KENDRIYA BHANDAR

NEW DELHI

1. OBJECTS OF THE ORGANISATION

The Central Government Employees Consumer Cooperative Society Ltd., New Delhi, operating in the name and style of KENDRIYA BHANDAR was set up in 1963 in pursuance of Cabinet decision as a welfare project for the benefit of the Central Government employees. The Society endeavours to serve the Central Government employees and general public at large by (i) providing quality goods of daily needs at reasonable prices and (ii) playing an effective role in the Public Distribution System through its retail outlets.

2. NETWORK

Today the Society operates a network of 117 stores (list at Annexure-XII) in Delhi, Mumbai, Chennai, Hyderabad, Bangalore, Trichi, Cochin, Tirupati, Daman, Goa, Mussoorie, Jaipur, Lucknow, Allahabad (Naini), Ghaziabad, Gwalior, Faridabad, Kapurthala and Chandigarh, including a fleet of 4 mobile shops in Delhi, which provide service to the customers in such colonies where stores of Kendriya Bhandar do not exist. Stationery is sold to the Central Government offices at P-Block, Raisina Road.

Till 1986 the Society had confined its activities to Delhi only. The Society opened its first store outside Delhi in Madras in January, 1987. The first store in Mumbai opened in Sector-VII, Koliwara was inaugurated by the Minister of State for Home, Personnel, Public Grievances and Pensions on 17th October, 1987. A store has been set up at Daman in June, 1996. Now out of 117 stores of Kendriya Bhandar 76 are located in Delhi and 41 in the different States of the country (see Annexure-XIII).

3. MULTI STATE COOPERATIVE SOCIETY

Kendriya Bhandar has been making efforts for the last 5 years for its registration as a Multi State Cooperative Society in order to strengthen its operations outside Delhi. Kendriya Bhandar has succeeded in its aim and now it is registered as a Multi State Cooperative Society w.e.f. 8.9.2000. With this achievement Kendriya Bhandar would be able to expand its operation in other states of the country as it has become a National Body now.

4. SALES PERFORMANCE

Kendriya Bhandar has registered phenomenal growth in the recent past. Total sales during the last five years are given below :—

Cooperative Year	Amount
1995-96	Rs. 138.88 crores
1996-97	Rs. 186.60 crores
1997-98	Rs. 205.89 crores
1998-99	Rs. 228.71 crores
1999-2000	Rs. 256.07 crores

Kendriya Bhandar has a paid up capital of Rs. 78.23 lakhs of which Rs. 68.18 lakhs have been subscribed by the Government and Rs. 10.05 lakhs by individual members.

5. PERFORMANCE SINCE COOP. YEAR 1990-91

The management pursued the policy of serving the consumers by providing essential commodities at reasonable prices. This could become possible on account of efforts directed towards higher efficiency, better productivity and more cost effective operations. Percentage of overhead expenses to sales turnover is coming down progressively and was 3.40% during 1999-2000 as compared to 4.48% during 1990-91.

The Society has shown good financial results which will be evident from the following :—

(Cooperative Years)

	1995-96	1996-97	1997-98	1998-99	1999-2000
1. Sales (in Rs. Lakhs)	13888.18	18659.83	20589.06	22871.67	25607.82
2. % increase in sales	18.11	34.36	10.34	11.09	11.96
3. Overhead (in Rs. Lakhs)	427.24	554.12	700.78	772.16	937.41
4. % of overheads to sales	3.40	3.36	3.80	3.80	3.66
5. Net profit	216.18	305.12	407.41	348.82	403.95
6. Net profit to sales %	1.72	1.58	2.21	1.72	1.58
7. Equity Capital (in Rs. Lakhs)	76.99	77.69	78.18	78.18	78.23
8. Return on Equity (%)	280.78	392.73	521.12	260.70	279.89
9. Earning per share	28.07	39.27	52.11	26.07	27.99

The Society has been declaring dividend at the rate of 10% per annum for the last many years. The Society has been paying bonus @ 20% to the employees for the last many years.

6. MAJOR INITIATIVES TAKEN RECENTLY

(A) In order to ease the accommodation problem, the godowns and Head office of the Society were shifted to Pushpa Bhawan during the Cooperative year 1988-89.

Now the Head Office, Godowns and Mobile Shops are integrated at one place. This has brought down the overhead expenses and helped the management to monitor timely procurement of goods and their distribution from the godowns to stores.

(B) Management has been professionalised with Chief Vigilance officer, looking after the affairs of vigilance and quality control, Dy. General Manager, looking after over all work relating to Stationery Deptt. and two Assistant General Managers each looking after the purchase and sales of consumer and grocery goods. Secretary and Asstt. Secretary are looking after Personnel and Administrative matters, legal matters and coordinating the meetings of the Board of Directors and Annual General Meetings of the society. Professionals were recruited as Dy. General Manager (Finance), Chief Accounts Officer and the three Accounts Officers to look after the finance and accounts of the society. To boost the progress and activities through electronic and print media, PRO is responsible. This has become necessary due to phenomenal increase in the volume of business. Induction of professionals into the organisation has helped the society to achieve higher efficiency and better productivity.

(C) Computerisation of pay rolls, financial accounting, stationery billing and accounting and purchase orders are the area where the software has been developed. Computerised pay slips and reports are generated now.

(D) VSNL Internet service has been introduced at Head Office and P-Block. Regional Office Chennai is also on the Internet. Chandigarh and Mumbai Regional Offices will be linked with the same very shortly, Kendriya Bhandar will be linked with WEBSITE on Internet very soon.

(E) Keeping in view the professionalisation of the society, Kendriya Bhandar has taken the lead in setting up a training lounge in Kendriya Bhandar itself and training courses are being conducted with the cooperation of Delhi Cooperative Training Centre and Institute of Marketing and Management for the staff regularly to improve their skills and equip them to meet higher responsibilities.

(F) Several welfare measures have been taken to improve the efficiency and morale of the employees, pay scales of the employees have been revised and improved with effect from 01.07.97. Average salary of an employee is more than Rs. 9000/- per month. Kendriya Bhandar has framed its own recruitment rules and promotions are given to the employees based on their experience and qualification as per recruitment rules. Merit promotion scheme has also been introduced.

(G) A Sales Incentive Scheme for the shareholders exist. Every year, an attractive gift is given to all shareholders and employees as sales incentive.

7. COOPERATIVE EXCELLENCE AWARD

Kendriya Bhandar has again been honoured with the prestigious Award for cooperative Excellence in the field of consumer cooperation in the NCT of Delhi for the year 1999-2000 by Delhi Government. Kendriya Bhandar was also honoured with such Award during 1983-84, 1993-94 and 1998-99.

8. LARGEST CONSUMER COOPERATIVE SOCIETY

Kendriya Bhandar has also the distinction of being the largest consumer cooperative society in the country in terms of membership. It has more than 77,000 members. As Kendriya Bhandar has been registered as a Multi State Cooperative Society, by enrolling new members from all over the country, it could become a largest Consumer Cooperative Society in Asia.

9. CONTRIBUTION TOWARDS NATIONAL DEFENCE FUND

Kendriya Bhandar and its employees have contributed a sum of Rs. 5 lakhs in National Defence Fund for the welfare of Defence Personnels who fought with the intruders in Kargil and other sectors in Kashmir.

10. BENEFITS TO CUSTOMERS

(i) The Society has been able to maintain competitive prices for various products sold by it as compared to those prevailing in the market and also in the sister organisations. In fact, selling prices prevailing in Kendriya Bhandar now constitute the bench mark in the market. The society is closely controlling its sales prices. Margins on some grocery and stationery items have been further reduced passing on greater benefits to the customers. The ratio of gross profit to sales on grocery items is about 3%.

(ii) For better quality control, pre-testing of all grocery items before distribution to stores has been introduced and testing of random samples picked from shelves of stores is also being continued. These steps will ensure that the quality of goods sold is maintained for better consumer satisfaction. An other step in this direction is the introduction of alphanumeric cash machines on larger scale. These machines have been provided in all the sales outlets in Delhi.

CHAPTER-VI

DEPARTMENTAL REFRESHMENT CANTEEN

As a measure of staff welfare Departmental Canteens/Tiffin Rooms have been set-up in Central Government Offices/Establishments to make available hygienically prepared beverages, snacks and meals to the employees during the working hours at reasonable rates. At present 1332 recognised Canteens/Tiffin Rooms are functioning in various Central Government Offices throughout the country.

The Office of Director of Canteens in the Department of Personnel & Training under the Ministry of Personnel, Public Grievances and Pensions is the nodal agency for laying down instructions/policies guidelines on the various aspects of running Canteens. Complete details of the scheme are available in the compilation "Administrative Instructions on Departmental Canteens in Government Offices and Industrial Establishments" (known as "Green Book") available from the book stores selling Government publications.

On the basis of an order passed by the Hon'ble Supreme Court of India the Canteen employees have been treated as Government employees with effect from 1-10-91. They have come under various CCS Rules as applicable to other Government employees of comparable status. As such many provisions relating to administrative matter in the 'Green Book' are no longer applicable to Canteens/Tiffin Rooms employees. Separate orders in this regard have been issued by this Department from time to time. The 'Green Book' is likely to be revised in the near future.

SALIENT FEATURES OF THE PROVISIONS

- Affairs of Departmental Canteens/Tiffin Rooms will be overseen by a Managing Committee headed by the Head of the Establishment/his deputy. Others in the Committee will include one Honorary Secretary (a Gazetted Officer of the Department/Office to be nominated by the Chairman) and staff representative.
- The concerned Department/Office would provide suitable accommodation with requisite infrastructural facilities. These will be maintained by the Departments.
- Electricity (except for cooking) and water charges can be booked against Government expenditure. 25% of the cost of LPG is also subsidised for the first five years after installation of LPG connection.
- The Accounts of the Canteens will be subject to Government audit.

CANTEEN STAFF

Staff for the Canteens/Tiffin Rooms are to be recruited as per prescribed standards. The strength will vary from Canteen to Canteen depending upon its size of operation. The categorisation of Canteen itself would depend on the number of users it has to cater to.

Canteen staff have been declared as Government employees on the basis of an order passed by the Hon'ble Supreme Court of India. Consequently, all benefits as are available to other sections of Government staff are available to the Canteen staff also. Accordingly, the Fifth Pay Commission's pay scales and other benefits have also been extended to the Canteen/Tiffin Room staff. A statement showing the pay scales of Canteens/Tiffin Rooms staff under revised pay scales, 1997 is at Annexure XIV. However, separate provisions exist in regard to their qualifying service for pension.

The Assured Career Progression Scheme notified by the Government in August 1999 for Government employees would also cover the non-statutory Canteens/Tiffin Rooms staff. For the purpose of determining the eligibility for consideration of financial upgradation of canteen employees under the ACP scheme, the service rendered by a canteen employee will be reckonable from 26-9-1983 or the actual appointment in regular pay scales, whichever is later. Orders have been issued vide this Department's O.M. No. 3/4/99-Dir. (C) dated 25-7-2000 and 9-5-2001.

As a measure of welfare for the staff of Canteens/Tiffin Rooms, a Scholarship Scheme for the children of Canteen staff, has been introduced. The expenditure on the Scholarship Scheme is being met from the money available in the "Discretionary Fund of Director (Canteens)", which is a non-public fund. First and second lot of scholarships were awarded in March, 2000 and 2001 respectively.

FUNCTIONING OF THE CANTEENS/TIFFIN ROOMS

With a view to bringing about improvement in the functioning of Canteens/Tiffin Rooms like cleanliness, quality of service etc. a set of detailed guidelines had been issued vide O.M.No. 3/1/99-Dir. (C) dated. 31-3-1999 and O.M.No. 15/3/92-Dir. (C) dated 2-5-2000. Similarly with a view to bringing about uniformity in the Accounting Procedure to be followed by these Canteens, detailed instructions in the matter had also been issued vide O.M.No. 3/10/90-Dir. (C) dated 24-11-1999 (See Annexures XV, XVI & XVII respectively)

CHAPTER-VII

GRIH KALYAN KENDRA

Grih Kalyan Kendra is a society, registered under the Societies Registration Act, 1860, functions under the aegis of the Deptt. of Personnel and Training, Govt. of India as an integral part of "Staff Welfare Measures".

ORGANISATIONAL SET-UP

The Grih Kalyan Kendra is administered by Grih Kalyan Kendra Board. The Board is responsible for the Organisation and administration of the programme undertaken in furtherance of the objects of the Society mentioned in its Memorandum of Association.

The day to day work of the Board is carried out by Secretary, who is the Society's Chief Executive Officer and functions under the overall supervision and control of the Board.

COMPOSITION OF THE GKK BOARD

President	Dr. V.K. Agnihotri	Additional Secretary, Department of Administrative Reforms & public Grievances, Sardar Patel Bhawan, New Delhi.
Members	Shri Pradeep K. Deb	Joint Secretary (AT &A) Deptt. of Personnel & Training North Block, New Delhi.
	Shri N.A. Viswanathan	Financial Advisor (Home) North Block, New Delhi.
	Smt. Veena S. Rao	Joint Secretary, Deptt. of Women & Child Development Shastri Bhawan, New Delhi.
	Shri P. Soundararaj	DDG (Works), CPWD Ministry of Urban Development & Poverty Alleviation Nirman Bhawan, New Delhi.
	Shri S. Gopal	Director & Chief Welfare officer Deptt. of personnel & Training Lok Nayak Bhawan, New Delhi.
	Mrs. Kiran Chadha	Director, Ministry of Labour, Shram Shakti Bhawan, New Delhi.
Secretary	Shri C.L. Sharma	Grih Kalyan Kendra, 19, Mahadev Road, New Delhi.,

AIMS & OBJECTIVES OF THE GRIH KALYAN KENDRA

The vital aims and objectives of the Society are as follows :—

- (a) To promote social, cultural and educational activities for the betterment of Central Government Employees and their families.
- (b) To impart technical and vocational training in home' Crafts and other household arts for useful utilisation of leisure time and for better and efficient housekeeping.
- (c) To organise and promote economic activities that may provide opportunities for gainful employment in families of Central Government Employees for supplementing family income.
- (d) To open and organize Grih Kalyan Kendra units in Central Government residential colonies and other places in India.

EMPLOYMENT IN GRIH KALYAN KENDRA

Keeping in view its aims and objectives, Grih Kalyan Kendra has been providing employment to the dependents of low-paid Central Government employees.

Grih kalyan Kendra does not aim at providing a career but only provides an opportunity for gainful utilization of the leisure hours for dependants of the Government servants, so that while they might be able to supplement the meagre income of their family, they may also gain skill and experience in order to improve their career prospects elsewhere. Keeping this in view, the Grih Kalyan Kendra Employees are paid a monthly consolidated honoraria.

ACTIVITIES OF GRIH KALYAN KENDRA

Grih Kalyan Kendra runs its activities in the Community Centres or/and in the general pool accommodation allotted by the Directorate of Estates, Ministry of Urban Development. GKK has been running various welfare activities as under :—

- Creches/Day Care Centres for the children between the age group of 90 days to 10 years.
- Nursery Schools for children in the age group of 3 to 5 years.
- Crafts Centres for imparting training in tailoring, cutting and embroidery for housewives of Central Govt. employees and others.
- One year Diploma in Software Technology at subsidised rates.
- Health Club-cum-Fitness Centre with modern and sophisticated equipments.
- Recreational facilities such as Indoor games and sports, Library, Multi-Gyms, classes in Karate, Yoga etc. in the Community Hall.
- Community Halls (Samaj Sadans) for hiring to central Govt. Employees and others for holding social cultural functions such as marriages etc.

Charts indicating the location of various Samaj Sadans/Quarters and nature of activities being run by GKK are indicated at Annexure I and Annexure II.

There are 37 Samaj Sadans under the possession of the Department of Personnel and Training. Out of which 23 Samaj Sadans are located in Delhi and 3 each in Mumbai, Bangalore, Chennai and 2 in Nagpur and 1 each in Calcutta Ghaziabad and Faridabad for running welfare activities. The details of localities/colonies in which these Community Centres are located are given at Annexure-XX.

SAMAJ SADANS (COMMUNITY CENTRES)

The focal point of GKK activities are the Samaj Sadans (Community Centres) constructed by the CPWD in Government residential colonies. There are 37 Samaj Sadans under the possession of the Department of Personnel and Training. Out of these, 23 Samaj Sadans are located in Delhi and 3 each in Mumbai, Bangalore, Chennai, 2 in Nagpur and 1 each in Calcutta, Ghaziabad and Faridabad for running welfare activities.

In these Samaj Sadans facilities like Indoor Games, Sports, Health Club, Multi-Gyms, Karate, Yoga, Dance and Painting Classes are provided. These are also made available on hire for organising various social functions, both to Central Government Employees and wherever available to others. Hiring out of these Sadans is the main revenue—earning source of the GKK.

FEES FOR VARIOUS WELFARE ACTIVITIES AND HIRING CHARGES OF SAMAJ SADANS

Charts indicating fees structure of our various welfare and recreational activities viz. Creche, Crafts, Nursery, Health Club, Computer Courses, Indoor Games etc. are annexed at Annexure III.

Hiring charges of various Samaj Sadans located in Delhi and Outstation are annexed at Annexure IV.

CHAPTER-VIII

RECREATION CLUBS

1. Government's policy is to encourage the formation of Staff Clubs, which have its objectives social functions, sports, dramatic, literary and such other activities as these Recreation clubs necessarily require voluntary workers from the staff to act as office bearers without interference with their official duties. Normally, the execution of club activities is the responsibility of the elected executive headed by a senior officer of the Ministry/Department.

2. Presently staff/recreation; clubs are functioning in many Ministries/Departments. These clubs provide facilities for indoor, outdoor games, and sports, and other organised welfare activities. The main sources of income of these clubs are grant-in-aid from the Government and membership fee. Such grant-in-aid in favour of Recreation Clubs is to be sanctioned by the Ministry/Department concerned.

(O.M. No. 1/1/80-Welfare dated 24th, July, 1980, Department of Personnel & Training) **Annexure-XXI.**

3.1 Grants-in-aid to the Recreation clubs is to be regulated in the following manner:

- (i) The grant-in-aid will be admissible on the basis of the total strength including gazetted officers [subject to clause (b)] borne on the regular strength of an organisation i.e. Ministry/Department etc. and its attached and subordinate offices and such statutory bodies whose budget forms part of consolidated fund of India, irrespective of the fact whether any individual is a member of the staff club etc. or not.
- (ii) Grant-in-aid in respect of gazetted officers will be admissible only to that Ministries/Department where membership of recreation club is open to such officers.

(O.M. No. 24/2/62-Welfare, dated 12.10.1962, Ministry of Home Affairs) **Annexure-XXII.**

Note: 1. Categories of staff not borne on the regular strength of an organisation e.g. staff paid from contingencies, work charged staff, will not be taken into accounts.

Note: 2 Such categories of staff as are eligible for similar concession under some other rule, statutory provision, e.g. industrial workers will not be covered by these orders.

3.2 Amount of grant-in-aid :

The position has been reviewed in the light of the recommendation of the 5th Central Pay Commission and it has been decided that the grant-in-aid to the Recreation Clubs shall be admissible at the following rates from the financial year 1999-2000:

- (i) Grant-in-aid at the rate of Rs.10/- per head per annum as hitherto-fore.
- (ii) An additional grant-in-aid subject to a maximum of Rs.15 per head per annum, may be given as matching grant as against the existing rate of Rs.5/- per head per annum. (An illustration to this effect is given in the Annexure to O.M. dated 14.10.99)
- (iii) A maximum grant of Rs.10,000/- as hitherto-fore may be sanctioned (after considering requirement on merits) for setting up of a recreation Club.

(O.M. NO. 1/3/98-Welfare dated 14.10.99, DOPT) **Annexure XXIII.**

Note: For this purpose, the total strength of the eligible staff will be that Existing on 31st March of the previous financial year in the case of clubs, which were in existence during the previous financial year. In the case of clubs etc. which were not in existence during the previous financial year and were started during the financial year in which the grant-in-aid is to be given, the strength of the eligible staff will be that on the date on which the proposal for the grant is mooted.

3.3 Utilization of Grant-in-aid :

The grants sanctioned by the Government to the Recreation Clubs are intended for providing amenities for recreational and welfare facilities for the Government employees. Main items on which expenditure can be incurred out of grant-in-aid sanctioned by Government for provision of amenities is given below (illustration list):

- (a) Articles of sports—Outdoor and indoor games equipment.
- (b) Cost of uniforms, etc. supplied to teams.
- (c) Magazines and periodicals.
- (d) Entry fee for tournaments.
- (e) Hiring of playgrounds.
- (f) Hiring and repair of furniture etc.
- (g) Purchase of furniture.
- (h) Conveyance expenses incurred locally.
- (i) Entertainment.
- (j) Prizes.
- (k) Film shows.
- (l) Hiring of accommodation for Club/Association etc.
- (m) Cultural and Sports programme.
- (n) Inter-Ministry meets.
- (o) Inter-Departmental meets.

Note : The grants sanctioned do not cover within their scope any compassionate objects such as death benefits or any expenditure for organisation of excursion trips.

(O.M. No. 2/14/61-Welfare dated 7.11.1961, Ministry of Home Affairs) **Annexure-XXIV.**

3.4 Ad-hoc grant-in-aid of Rs.10,000/- is to be sanctioned in accordance with the following guidelines:

- (i) Ad-hoc grant would be given once only, when the club is initially set up, for the purchase of equipment/ furniture.
- (ii) The purchases should be confined to items like small size steel/wooden almiras, Table Tennis Tables, Chairs, Curtains and Durries. Specific approval of the Ministry/Department should be obtained if any other items are to be purchased with the grant.
- (iii) The purchases are to be made as per normal purchase procedure laid down.
- (iv) The articles, after purchase should be brought on the regular stock register of the club.
- (v) Proper upkeep and maintenance of the articles should be assured.
- (vi) Finally the concurrence of the Integrated Finance Branch of the Ministry/Department concerned must be obtained before issuing the sanction.

(O.M. No. 1/1/80-Welfare dated 26.3.1982, Department of Personnel and Administrative Reforms) **Annexure-XXV.**

CHAPTER-IX

STAFF BENEVOLENT FUNDS

1. Emergent and unforeseen situations, like sudden and serious illness of the Government servant, sometimes coupled with absence from duty without pay for long periods on account of such illness or his/her death in harness may leave the families of such Government servants in great financial distress. At such times benevolence in the form of immediate financial assistance must be readily available so as to enable the dependent family to tide over their genuine financial stringency. Keeping these in view, Government has provided for the setting up of Benevolent Funds. The Funds to be run at Ministries/Departments/Offices level are to "be sustained by financial assistance from the Government and contributions from employees enrolled as members."

2. Salient Features

The main features of the Staff Benevolent Fund are as under:

- (i) All regular employees of the Government are eligible to become members of the Fund on payment of required amount of subscription.
- (ii) Membership of the Fund is voluntary.
- (iii) Benefits of the Fund accrue to the members only.
- (iv) Subscriptions are collected from the members on monthly and/or yearly basis.

3. Objects of the Benevolent Fund

The object of the Fund is to relieve financial distress amongst, and to provide financial assistance to the employees, the extent of which may be determined by the local Managing Committees of the Funds, in the following circumstances :

- (i) When a Member dies while in service leaving his/her dependents in indigent circumstances;
- (ii) When a member/or a dependent family member is afflicted with serious illness like TB and a nourishing diet will prove beneficial for early recovery;
- (iii) When a member is on prolonged sick leave without pay;
- (iv) When a member suffers from some other unforeseen misfortunes;
- (v) In other deserving cases at the discretion of the Managing Committee of the Fund.

Besides, interest free loans may also be given to the members under extenuating circumstances.

4. Administration of the Funds

A Governing Body/Managing Committee, constituted locally by the Departments/Offices will administer the Benevolent Funds. The Funds should be constituted in a decentralised a manner as possible so that the authorities to administer the Funds are easily accessible to needy employees/their dependents. A Model Constitution for the Funds is annexed.

5. Grant-in-aid from the Government

The Government gives grant-in-aid of Rs. 1 per annum per sanctioned staff. For calculating the quantum of grant-in-aid total sanctioned strength of the Establishment is taken into consideration, irrespective of the members enrolled/their contributions to the Fund. Budget provision for this purpose is required to be made under the appropriate "Head of Accounts".

(O.M. No.2 (I) /1/78-Welfare, dated 15th March, 1978, Ministry of Home Affairs) (Annexure-XXVI)

6. Subscriptions from Members

All the members of the Benevolent Funds have to contribute a sum, monthly or yearly, being not less than the per head contribution received, from the Government as grant-in-aid. The contribution made by the member is non-refundable.

7. Model Constitution for the Benevolent Fund :

1. Name: There shall be established a Fund called "The Ministry/Department/Office of Benevolent Fund", hereinafter referred to as 'Fund'.

2. Provisions of the Act: All the provisions of the Societies Registration Act XXI of 1860, as amended from time to time shall apply to the Fund.

3. Objects: The objects of the Fund shall be to relieve financial distress among the employees in the following cases/circumstances :—

- (a) where a member dies while in service leaving the dependents in indigent circumstances;
- (b) where a member is on prolonged sick leave without pay or on reduced pay;
- (c) where a member suffers from other unforeseen misfortunes; and
- (d) in such other cases as may be deemed fit and deserving by the Managing Committee of the Fund.

4. Sources of the Fund:

- (a) The Grant-in-aid from the Government;
- (b) Subscription from the members of the Fund; and
- (c) Other voluntary contributions or donations.

Sources of the Fund may also be augmented by observing a "Benevolent Fund Day" once a year and collecting donations from the officers and staff of the Ministry/Departments and its attached and subordinate offices.

Note : 1. Subscriptions from the members will be collected by the Cashier of the Ministry/Department/Office by way of making deductions from the salary of the members on a written authorisation given by them.

Note : 2. Contributions once made to the Fund shall not be refunded in any case.

5. Eligibility for Membership:

- (a) The membership of the Fund shall be open to all permanent and regular/temporary central government employees.
- (b) A member of the Fund shall be a person, who having been admitted as a member in accordance with the rules governing the Fund, shall have paid his subscription and shall not have resigned. No person shall be entitled to vote or treated as a member whose subscription at the time has been in arrears for a period exceeding three months.

6. Application for Membership:

- (a) Any employee, who wishes to become a member of this Fund voluntarily, shall submit his/her application to in the Application Form for membership as prescribed in 'Appendix A'; and
- (b) To pay the prescribed membership fee annually/half yearly/quarterly/ monthly, as prescribed from time to time.

7. Cessation of Membership: A member shall cease to be a member of the Fund in the event of :

- (a) Resignation from membership of the Fund ;
- (b) Ceasing to be a Government servant on account of retirement/resignation/dismissal/death etc.
- (c) Non-payment of the subscription of the Fund continuously for three months.

Note : Membership shall not be affected if the member is on long leave without pay or otherwise, provided he resumes his subscription on return to duty. Membership of the Fund shall not be affected if a member is transferred to another Ministry/Department provided he continues to pay his subscriptions regularly.

8. Beneficiaries :

- (a) The benefits of the 'Fund' shall be confined to only those members, who have enrolled themselves as members of the Fund for at least six months continuously and immediately prior to application for such benefits;
- (b) Members of the families consisting of widows and dependent sons, daughters and parents;

- (c) A member, who is a defaulter in making payments towards the subscription/contribution, shall not be considered eligible for sanction of loan/grant;
- (d) A member, who has already taken a loan, shall not be eligible for getting further loans from the Fund unless the amount of the loan previously taken is repaid in full by him/her;
- (e) A member shall be eligible to get further loans from the Fund after completion of one year from the date previous loan was repaid in full.

9. Assistance to Members : The quantum of relief in each case shall be determined by the Managing Committee of the Fund, namely :—

- (a) **Funeral expenses :** Immediate relief shall be given to the dependents on the death of the member of the Fund to meet the funeral expenses. The amount shall not exceed Rs. 1000 subject to the availability of funds.
- (b) Immediate relief shall be given to the members of the fund on the death of their dependents (spouse/sons/daughters/parents). The amount shall not exceed Rs. 200 subject to the availability of funds.
- (c) Immediate relief not exceeding Rs. 500 in lumpsum or instalments on account of sickness of members/their dependents (spouse/sons/daughter and parents), may be given subject to availability of funds. The amount of such grant would be admissible for the members if the dependents suffer from Cancer or T.B. and are admitted in Hospitals.
- (d) Members shall be eligible for loans from the Fund FREE OF INTEREST on account of his and his dependents' illness subject to the production of medical certificate from the respective CGHS Dispensaries/ Authorised Doctors. The amount of such loan shall not exceed Rs. 1000 subject to availability of funds.
- (e) In cases of prolonged sickness involving leave without pay subject to the prescribed maximum amounts.

10. Administration to vest in the Managing Committee of the Fund :

- (a) The Administration of the Fund shall vest in a Managing Committee, which shall carry out the objects of the Fund and generally exercise all powers in furtherance thereof. The following shall be the members of the Managing Committee:—
 - (i) Deputy Secretary or an Officer of equivalent grade (Incharge of Administration.) CHAIRMAN
 - (ii) Under Secretary/Group 'A' Officer connected with Welfare/Administration. SECRETARY
 - (iii) Under Secretary/Group 'A' Officer connected with Cash and Accounts. TREASURER
 - (iv) Five members of the staff side elected by the General Body.
- (b) The Managing Committee shall have the power to co-opt any member from among the members of the respective Staff Councils, who are the members of the Fund to fill any interim vacancy that may occur due to death, retirement, resignation or transfer, etc., of any member;
- (c) Quorum: Five members of the Managing Committee shall form a quorum at any meeting to consider the applications for loans/grants etc. to the members and/or their dependents.
- (d) The Managing Committee shall have power to frame/amend By-laws and Rules of Procedure and Conduct of Business relating to the Benevolent Fund in consultation with the Chief Welfare Officer in the Ministry of Personnel, Public Grievances and Pensions.

11. General Body : The meeting of the General Body of the members of the Fund shall be called once a year immediately after the close of each financial year. In the meeting of the General Body, the following issues shall be placed for discussions and approval :—

- (a) Statement of accounts of the previous respective financial year, duly audited by the Internal Auditor . The body shall scrutinise and give advice, wherever necessary.
- (b) Time-schedule and other process of holding of elections. Nominations from the Staff (members of the Fund) to the Managing Committee for the ensuing financial year.
- (c) To make amendments in the Benevolent Fund Rules.

- (d) The quorum for a General Body meeting shall be 1/4th of the members on the rolls and eligible to vote on the date of meeting. In case, the quorum is not complete, the meeting shall be adjourned and no quorum shall be required for the adjourned meeting.

12. Application for Assistance :

- (a) Application for assistance from the members shall be received by the Secretary of the Fund. These applications shall be considered by the Managing Committee in its meetings held periodically. The Application shall be supported by the elected members from the Staff side.
- (b) In case of Emergency, the Chairman of the Committee shall have powers to sanction amounts to the extent and for the purpose mentioned here in above, which shall be ratified by the Managing Committee at its next meeting.

13. Bankers : (a) The Bankers of the Fund shall be State Bank of India, located nearby. In case, the State Bank of India is not located nearby, any Nationalised Bank, located nearby, shall be the Banker with whom the account of the Fund shall be opened.

(b) The Bank Account shall be operated jointly by the Treasurer and the Secretary of the Fund. The Treasurer shall be responsible for all money received and spent by him on behalf of the Fund and also for the maintenance of accounts.

14. Audit of Accounts : The accounts of the Fund shall be audited by an Internal Auditor to be appointed by the Managing Committee in the beginning of the year in 'consultation with the Administration Wing of the Office.'

15. Indemnity Against Action etc. : All members of the Managing Committee shall stand absolved from any liability in respect of actions, costs and all other claims made against them for any thing done or any action taken by them on behalf of the 'Fund' and in furtherance of the objects of the 'Fund.'

CHAPTER-X

MEDICAL FACILITIES

1. Central Government Health Scheme :

The Central Government Health Schemes, which was started in 1954, is a social service scheme providing comprehensive health care and family welfare services to the Central Government employees and their families. All classes of Central Government employees are entitled to medical treatment at CGHS dispensaries and hospitals for a token contribution made on a graded scale. The beneficiaries can avail of services by different systems of medicine: Allopathy, Homeopathy and India Systems of Medicine-Ayurveda, Unani, Yoga and Siddha.

2. Facilities provided to members:

The following facilities are being provided to the beneficiaries through the dispensaries, polyclinics, Government and recognised hospitals:

- (i) Out patient care facilities in all systems.
- (ii) Emergency services in Allopathic System.
- (iii) Free supply of necessary drugs.
- (iv) Lab. and Radiological investigations.
- (v) Domiciliary visits to seriously ill-patients. All the Medical Officers are under obligation to visit the patients who are unable to attend the dispensary. The visits to be entered into a Register.
- (vi) Specialist consultation both at the dispensary and hospital level.
- (vii) Family Welfare Services.
- (viii) Treatment at specialised hospitals, both in Government and private recognised hospitals. A list of private hospitals recognised under CGHS in 17 cities all over India is at **Annexure XXVII**.

3. Facilities for Pensioners:

- (i) The same type of medical facilities are provided to the Central Government pensioners residing in CGHS covered areas as are being provided to the serving Central Government employees.
- (ii) Extension of CGHS to all India Service Pensioners.

The All India Service Pensioners who retire while serving under the State will also be eligible for CGHS facilities in the cities in which the CGHS is functioning on the same terms and conditions as are applicable to Central Government pensioners. The All India Service Pensioners irrespective of the fact as to whether they retire from Centre or State cadre will have the option to avail either CGHS facilities or post retirement Medical facilities provided by the respective State Government. All India Service Pensioners even if they are not residing in the cities where CGHS is functioning will also have the option to get their name registered with the nearest Dispensary in the city where CGHS is functioning by paying usual contribution. However, in such cases they will neither be eligible for any domiciliary visit nor any T.A. etc. In case of short visits to other cities where CGHS is functioning, A.I.S. pensioners can avail medical facilities under CGHS in the city they may visit, on production of their CGHS card.

4. Rates of subscription :

The following are the rates of subscription on the basis of basic pay/pension of the Government servant :

- | | |
|--------------------------|-------------------|
| (a) Upto Rs. 3000 | Rs. 15 per month |
| (b) Rs. 3001 to 6000 | Rs. 40 per month |
| (c) Rs. 6001 to 10,000 | Rs. 70 per month |
| (d) Rs. 10,001 to 15,000 | Rs. 100 per month |
| (e) above Rs.15,000 | Rs. 150 per month |

[O.M. No.S-11011/6/98-CGHS(P) dated 27-5-1998]

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FUNCTIONS OF AREA WELFARE OFFICER

1. To function as co-ordinating officer between the CGHS Dispensary and its beneficiaries regarding complaints from either side.
2. To attend to all emergency hospital work like help in expeditious hospitalisation of serious cases, attending to complaints regarding hospital care, etc.
3. To serve on the CGHS Area Advisory Committee for considering suggestions for the improvement of service and facilities.
4. To act as liaison officer for Community Hall and look to its proper functioning and improvement.
5. To act as liaison officer between the Ministry of Personnel, PG and Pensions and the local Association in all matters and disputes and to mediate in election disputes at the request of the parties.
6. To investigate all cases of neighbourly disputes referred to him by the Deptt. of Personnel and furnish report on the basis of which action can be taken by the Directorate of Estates for shifting the erring party to another locality.
7. To act as liaison officer between the Associations and Municipal authorities in all Companies regarding civic services, water electricity, street lighting, drainage, bus service, sanitary service and vaccination and inoculation services.
8. To act as Liaison officer with local police authorities regarding any incident in the locality involving law and order.
9. To act as Liaison officer with the Education Directorate regarding complaints about school timing, admission etc.
10. To act as Liaison officer between the Co-operative consumer store and the beneficiaries in the area.
11. To act as Liaison Officer between CPWD authorities and the allottees regarding Complaints lodged with the CPWD Enquiry office for their speedy disposal.
12. To keep in touch with all social and cultural bodies in the area.
13. To act as Liaison Officer with all activities of Grih Kalyan Kendra in the area Including 'Creche'.
14. To act as Liaison Officer between the colony and the Central Secretariat Sports Control Board in all activities of the Board.
15. To mediate in family dispute to bring about harmony in the home life in the Context of Home Ministry circular for maintaining the wife in a reasonable comfort and matters relating to notation of monogamy.
16. To assist and cooperate in campaigns and measures such as vaccination in Oculation, blood-donation family planning, etc. launched by the Ministry of Health and Family Planning.

Note : The above list is only illustrative and not exhaustive.

Copy of Office Memorandum No.B-12013/2/83-GKK dated 2-1-1983 of Department of Personnel & Training.

Subject : Permission to use official stationery and service postage stamps to the Area Welfare Officer.

The undersigned is directed to say that the Department of Personnel & Training have been appointing AWOs in various Govt./Private Residential Colonies to look after the Welfare of the Government servants residing in those colonies. A statement showing the functions and duties of the AWOs is enclosed. It will be observed therefrom that their functions largely are official in nature and reperformed by them on an honorary and voluntary basis. It is only those who are willing to function as AWO are appointed as such. They serve as vital link between Government and residents in various matters relating to the Welfare of Government servants residing in the far flung colonies. In appointing AWOs we give preference to those volunteers who have residential telephones so that they can perform their work without much difficulty and physical movement. However, at times AWOs have also to meet in person various Govt. officials for solving the problems of the residents.

2. Since the duties to be performed by the AWOs are in the interest of the Govt. and official in nature, all the Ministries/Departments are requested kindly to provide them the facility of using office stationery and service postage stamps for entering into correspondence with the authorities and Government servants. They may also be allowed to leave office with permission for meeting various civil/Police authorities for solving problems of the residents.

Sd/-
(SHYAMVIR SINGH)
Deputy Secretary to the Govt. of India

ANNEXURE-II

Copy of Office Memorandum No.B-12013/2/86-GKK dated 21-4-86 of Department of Personnel and Training.

Subject : Permission to use official stationery and service postage stamps to the Area Welfare Officers.

The undersigned is directed to refer to para 3 (iii) of the minutes of meeting of Area Welfare Officers held with Chief Welfare Officer on 21st January, 1986 circulated vide Department of Personnel & Training letter No.B-12013/2/86-GKK dated 24-2-86 and to invite the attention to the instructions contained in this Department O.M. No.B-12013/2/86-GKK dated 2nd January, 1983 (copy attached). A copy of the functions of Area Welfare Officers is also attached.

The Area Welfare Officer appointed by this Department and working in Ministries/Departments perform their duties of official nature and in the interest of Government. They may, therefore, be allowed to use office stationery and service postage stamps for entering into correspondence with the concerned authorities and Government servants. They may also be allowed to leave office with permission to deal with various civil/police authorities for solving the problems of Government employees.

Sd/-
(S.K. DASGUPTA)
Under Secretary to the Govt. of India

GUIDELINES/CRITERIA FOR SELECTION OF AREA WELFARE OFFICERS

1. The tenure of Area Welfare Officers shall be for two years from the date of appointment or till their services are required by the Government whichever is earlier. However, if there is no other candidate for the area, the old AWO, if he has applied afresh, should be allowed to continue for another term.
2. He should be a gazetted officer.
3. The Residents Welfare Association should not be allowed to nominate any name for AWOs.
4. He must be a resident of the area for which he is the applicant and the area (including the adjacent areas) should have at least 300 Govt. employees residing in that area(s).
5. The officer applying should not be an office bearer of Central Government employee or any other Residents Welfare Association.
6. He should not be retiring within 2 years of his appointment as AWO i.e. he should serve for full term of two years as AWO.
7. He should possess sound health to undertake the job in question.
8. Preference should be given to those, who have telephones at their residences.
9. He should not be a controversial person.

Copy of letter No. 32/43/81-Welfare dated 21-7-1982 of Department of Personnel & Training.

To

1. Director General
CPWD, Nirman Bhawan,
New Delhi.
2. Director of Horticulture,
CPWD, J.P. Estate
New Delhi.
3. The General Manager
DESU, Shakti Sadan
Kotla Road
New Delhi.
4. The President
NDMC
New Delhi.
5. The Commissioner
MCD, New Delhi.
6. Director General
Health Services
Nirman Bhawan
New Delhi.
7. Commissioner of Police
Delhi Police Head Quarter
I. P. Estate
New Delhi.

Subject : Area Welfare Officer - Functioning as Liaison between the local authorities and Government employees in colonies.

Sir,

As you may be aware the Chief Welfare Officer in the Department of Personnel & A.R... (Ministry of Home Affairs) looks after the Welfare of the Central Government employees in Delhi as well as outside Delhi. To facilitate the work of the Chief Welfare Officer in Government has appointed Area Welfare Officers in various colonies where Government employees have been allotted Govt. accommodation or where Govt. employees are living in large numbers in other colonies. Those Area Welfare officers are field officer and function as Coordinator Officers between the local Government Departments like CGHS, CPWD, Horticulture, DESU, NDMC, MCD and the Police authorities in their respective jurisdiction. They also act as liaison between the local associations and local authorities and the Department of Personnel and A.R. A list of functions of Area Welfare Officer is attached herewith. This list which includes only a few of the Items is only illustrative and not exhaustive. An up to date list of Area Welfare Officers showing areas of their jurisdiction and various other particulars about them is also enclosed.

2. It has been brought to the notice of the Department of Personnel and A.R., Ministry of Home Affairs that the Area Welfare Officers are not getting the required attention from the officers at different levels in different Departments in the areas of their jurisdiction. Consequently they are not able to attend to the complaints of the Govt. employees and their families residing in Govt. colonies effectively. With a view to emphasise the role of Area Welfare Officers upon the local authorities the Govt. of India have therefore, desired that necessary instructions may be issued to the concerned officers under your control to give the Area Welfare Officers due attention so as to develop a closer liaison between the authorities and the Govt. employees residing in Govt. colonies. It is suggested that in order to get cooperation of local Govt. employee population. Area Committees may be formed, the Chairman of such a Committee may be one of the local officer incharge of the area. The Area Welfare Officer may be Vice Chairman of the Committee. The different authorities in the area may be represented on this Committee e.g. Deputy Commissioner of Police, Medical Officer, Incharge of Dispensary, Asstt. Engineer

Incharge of Local CPWD, Deputy Director of Horticulture, CPWD, representatives (Gazetted Officers) of DESU, NDMC, MCD as the case may be, The President/Vice President/General Secretary of the Welfare Association may also be members of the Association. The suggestions of the local representatives of the Committee for implementation in that area may be considered and action taken on the decisions conveyed to the Area Welfare Officers. The Area Welfare Officers will send periodical reports to the CWO.

3. The Chief Welfare Officer will welcome any suggestions or any problems that may be confronted by the local authorities in implementation of the above decision.

4. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(J.C.S. VIDYARTHI)

Under Secretary to the Govt. of India

Copy of letter No-32/6/84-Welfare dated 23rd February, 1985 of Department of Personnel & Training.

To

1. Director General
CPWD, Nirman Bhawan,
New Delhi.
2. Director of Horticulture,
CPWD, Indraprastha Estate,
New Delhi
3. General Manager
DESU, Shakti Sadan
Kotla Road, New Delhi
4. The Commissioner,
MCD New Delhi.
5. President,
NDMC, New Delhi.
6. Commissioner of Police
Delhi Police Head Quarters
IP Estate, New Delhi
7. Director CGHS
Nirman Bhawan
New Delhi
8. General Manager
Delhi Milk Scheme
Patel Nagar
New Delhi
9. Commissioner
Food and Civil Supplies Deptt.
New Delhi
10. Commissioner,
Kendriya Vidyalaya Sangathan
Jawahar Lal Nehru University Campus
New Mehrauli Road New Delhi.
11. Chairman
DTC, IP Estate
New Delhi
12. Vice Chairman
DDA, Vikas Minar
New Delhi

Subject : Area Welfare Officers, functioning as Liaison between/local authorities and Govt. employees in Colonies.

Sir,

I am directed to refer to this Department's letter No. 32/43/81-Welfare dated 21.7.1982 on the subject noted above and to say that it has been reported to this department that some of the representatives of local authorities remain absent in the Area Committee Meetings and some representatives attend meetings without maintaining any previous records about the various points/suggestions raised during the last meetings which constitute the agenda for discussion. They have also not brought any Action Taken Note as repeatedly emphasised in all the past meetings. This shows the indifferent attitude of the officials at different levels in different Departments in the area of their Jurisdiction with this official forum set up by the Government.

2. It is, therefore, requested that you may kindly look into the matter personally and direct your staff to give full cooperation to the AWOs in their activities and to ensure that the officers are invariably present in the meetings in order to make the noble Welfare Policy of the Government's success. The instructions contained in this Department's letter, cited above, may also be brought to the notice of all the concerned officers/local authorities. A copy of this Departments' letter cited above is also enclosed for ready reference.

Yours faithfully,

Sd/-

(S. B. BISWAS)

Under Secretary to the Govt. of India

ANNEXURE-V

Copy of letter No. 15/2/62-W.II, dated 27th August, 1962 from Shri Teja Singh Sahni, Chief Welfare Officer, Ministry of Home Affairs, New Delhi-11

Subject:— Formation of High power Committee in important places outside Delhi to Coordinate the Welfare Activities of all Central Government offices located there.

Sir,

I am directed to say that in pursuance of a recommendation made by the Second Pay Commission, a Inter-departmental Committee was set up in October, 1960 to undertake a review of the existing staff welfare arrangements for Central Government employees and make recommendations for their improvement. The Committee has since submitted its report which is now under print. It has made a number of recommendations covering various aspects of welfare activity such as working conditions, transport, medical and educational facilities etc. On the question of high-power committees of heads of offices in places outside Delhi and has recommended that in; all important places where there is a large concentration of Central Government employees such Committees may be formed with a view to coordinating the welfare activities of the various Central Government offices located there.

2. The above recommendation has been considered by Government and it has been decided that such high-power committees may be formed in; all places where there are at least five Central Government offices, the total number of Central Government employees stationed there being not less than one thousand. The main functions of such a Committee will be as follows :

- i) to arrange sports in various localities, (for this purpose, play grounds already available with various offices will be pooled, and where necessary taken on hire from the State Government, Local bodies etc.)
- ii) to make overall arrangements for recreational activities;
- iii) to arrange accommodation; for indoor games and other recreational activities where the offices concerned cannot do it by themselves;
- iv) to arrange inter-departmental tournament;
- v) to deal with matters of common interest to all offices e.g. educational, medical and transport facilities, grant of special holidays, working hours etc. for which a reference to Central or State Government may be necessary;
- vi) to arrange certain facilities for the members of the staff.

Any grant-in-aid for the common benefit of all the employees of Central Government offices will be placed at the disposal of this Committee for which purpose it will make its proposals to the Secretariat Staff Welfare and Amenities Committee in the Ministry of Home Affairs, New Delhi. The High-Power Committee will also plan all common welfare activities and ensure their proper execution.

3. In the circumstances, it is requested that you may in consultation with other local heads of departments initiate necessary action; to constitute a high-power committee as mentioned above. For this purpose, a statement giving a rough idea of the number of Central Government offices in and their respective strengths is enclosed.

It is suggested that when the high-power committee is constituted, local representatives of the P&T Department and the Railways may also be associated with the Committee. Besides, it is desirable to associate a committee in view of the fact that most of the functions to be performed by the committee i.e. provision of educational, medical and transport facilities, will necessarily involve the cooperation; and assistance of the State Government. If necessary, this Ministry will separately address the Government of in the matter and request them to nominate their representative. It is further suggested that the senior most officer in the area may act as Chairman of the Committee.

4. The action taken in the matter as also the composition of the committee when it is constituted may be communicated in due course.

No-26/16/72-W
Government of India/
Cabinet Secretariat
(Department of Personnel)

New Delhi, the 21st March, 1972

To

All High Power Committees

Subject: Change in nomenclature of High Power Committee

Sir,

I am directed to invite your attention to the Ministry of Home Affairs letter No.15/2/62-W.II dated the 27th August, 1962 regarding the formation of High Power Committee (copy enclosed), and to say that as resolved in the first meeting of the High Power Committees held in new Delhi on 16th February, 1972, the name of High Power Committee may now be changed to "CENTRAL GOVERNMENT EMPLOYEES WELFARE COORDINATION COMMITTEE". I am to request that you may notify this change in nomenclature to all local authorities concerned, adding the name of the place after the word 'Committee'. I am further directed to request that hereinafter in all references to this Committee the new nomenclature should invariably be used.

Yours faithfully,

Sd/-

(A.K. VERMA)

Under Secretary to the Govt. of India

Copy to :

1. All Ministries/Departments of the Government of India.
2. All State Governments/Union Territories.

No.5(3)/11/78-Welfare
Government of India
Ministry of Home Affairs
Department of Personnel & Admn. Reforms

New Delhi the 12th Nov., 1979

To

The Secretaries of All Central Govt. Employees
Welfare Coordination Committee.

Subject: Appointment of Office-Bearers of the Committee.

Sir,

I am directed to say that certain Welfare Coordination Committees have enquired about the procedure to be followed for appointment of the Office-Bearers of the Committees. In this connection, it may be pointed out that in the case of the Chairman of the Committee, it has already been suggested in para 3 of the Circular No. 15/2/62-W.II dated the 27th August, 1962 issued by the Ministry of Home Affairs that the Senior most officer in the area may act as Chairman of the Committee.

2. As regards other office-bearers of the Committee, they should be elected by voting by the members of the Coordination Committee after giving due notice of ten days before the actual date of election. It may also be ensured that no Office Bearers belong to Defence, Railways, Post and Telegraphs and Public Undertaking/Autonomous Bodies, the Welfare activities of which are coordinated by their respective Committees of Boards.

Yours faithfully,

Sd/-

(KHAN CHAND)

Under Secretary to the Government of India.

ANNEXURE-VI

No.10/8/86-Welfare
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)

Nirvachan Sadan, Ashok Road
New Delhi the 9th/14th July, 1986

To

All the Chairman, Central Government Employees
Welfare Coordination Committees (as per list attached).

Subject: Inclusion of the Staff Side representatives in the meetings of the Central Government Employees Welfare Coordination Committees, in matters Pertaining to Sports, Cultural activities and other welfare measures.

Sir,

I am directed to say that the matter relating to inclusion of the Staff Side representatives in the meetings of the Coordination Committees was under consideration for a long time.

It has now been decided that five representatives of employees from Staff Side from the five largest offices in that region should be invited to attend the meetings of the Central Government Employees Welfare Coordination Committees, in matters pertaining to Sports, Cultural activities and other welfare measures.

Yours faithfully,
Sd/-
(Lt. Col. E.V. KRISHINAN VSM)
Chief Welfare Officer to the Govt. of India.

ANNEXURE-VII
CONFIDENTIAL

No.10/8/86-Welfare
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

Dated: 18 Feb., 1987

To

All the Chairman
Central Govt. Employees Welfare
Coordination Committees.

(As per list attached)

Subject: Inclusion of the Staff Side representatives in the meetings of the Central Government Employees Welfare Coordination Committees in matters Pertaining to Sports, Cultural activities and other welfare measures.

Sir,

I am directed to refer to the letter No.10/8/86-Welfare dated 14.7.1986 on the above subject and to say that clarifications have been sought as to how to conduct the meeting of the committee in the presence of staff side representatives when matters not pertaining to sports, cultural activities and other welfare measures are also discussed.

2. It is clarified that items relating to sports, cultural activities and other welfare activities could be discussed in a separate meeting. If it is decided to hold a single meeting for all the items then the agenda could be drawn in such a manner so that the items relating to Sports, Cultural activities and other welfare measures are bunched either in the beginning or at the end of enable the staff side representatives to attend the meeting only for these items.

The discretion of the Chairman to conduct the meeting in any manner keeping in view the alternatives given in the above paragraph may be exercised.

Yours faithfully,
Sd/-
(S.K. DASGUPTA)
Under Secretary to the Govt. of India.

COMPOSITION OF THE BOARD

S.No.	Name	Designation	Whether Ex-Officio or Nominated
1.	Shri B.B.Tandon	Secretary, Deptt. of Personnel and Training	President
2.	Shri B.P.Verma	Chairman, Central Board of Excise & Customs	Nominated
3.	Shri A.K. Khanna	Executive Director (Finance) Railway Board	Nominated
4.	Shri D.K. Mittal	Director General, SAI	Ex-Officio
5.	Shri N.A Viswanathan	Financial Advisor (Home)	Ex-Officio
6.	Smt. Kasturi Gupta Menon	Joint Secretary, Department of Culture	Ex-Officio
7.	Shri J.P. Singh	Joint Secretary, Department of Sports	Ex-Officio
8.	Shri R.K. Tandon	Joint Secretary, Department of Personnel and Training	Ex-Officio
9.	Shri S. Gopal	Director and Chief Welfare Officer	Ex-Officio
10.	Shri B. D. Sharma	Secretary, CCSCSB	Ex-Officio
11.	Shri Rakesh Mehta	Assistant Secretary, CCSCSB	Ex-Officio

Eligibility for participation in the Inter-Ministry Tournament.

The following criteria have been laid down for participation in the Inter-Ministry tournaments:

- (i) Civilian persons working in Ministries of Central Government including those working in the attached and subordinate offices located at Delhi/New Delhi will be eligible for participation in the Inter-Ministry Tournaments. For this purpose there will be only one team from each Ministry. The Ministry may include in their team persons working in the attached and subordinate offices located at Delhi/New Delhi but entry will be given to only one team e.g. Ministry of Tourism and Civil Aviation can file one team in which players from DGCA, DG Tourism etc. can participate. In the case of Ministry of Defence it will be a combined team of the Ministry proper and the Armed Force Headquarters.
- (ii) Persons working in Corporations, Public Sector Undertaking like FCI, LIC, DTC etc. will not be eligible to participate in the Inter-Ministry Tournaments.
- (iii) Persons working in autonomous Organisation like UPSC, Election Commission, C&AG's 'Office etc. can send an independent team.
- (iv) Only those employees who are regular Government employees either permanent or temporary and who have been employed for six months continuously will be eligible. However, those employees who are transferred from other station but are regular employees are eligible to participate irrespective of the time when they joined the office at Delhi/New Delhi, Persons employed on daily wages or on ad-hoc basis or those on temporary duty will not be eligible for participation in the Inter-Ministry Tournaments.
- (v) Uniformed Services/Police/Para Military personnel are not eligible. Ministries/Departments have to keep in view the above said instructions while forwarding the entry of their Ministry in the tournament. In case, at any stage, if it is found that a player included in the team is not eligible, the team could stand automatically disqualified from the tournament.

2. Participating teams should invariably be accompanied by an officer of the rank of Under Secretary or above as Manager of various teams. It is noted that once the entry for a team has been forwarded, the team should participate in the tournament and should not withdraw or stay away from participation. Such an act on the part of the players may be deemed as an act of indiscipline and the Ministries/Departments may take necessary disciplinary action. (Circular No.20/1/1988-CCSCSB, Department of Personnel and Training)

**MINISTRY OF PERSONNEL, PUBLIC GIREVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL AND TRAINING)
NEWDELHI**

**MODEL CONSTITUTION IN RESPECT OF THE
RESIDENTS WELFARE ASSOCIATIONS FUNCTIONING
IN DELHI/OUTSIDE DELHI UNDER THE CONTROL OF
DEPARTMENT OF PERSONNEL AND TRAINING.**

(AMENDED UPTO JULY, 1999)

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)
(WELFARE SECTION)**

**MODEL CONSTITUTION IN RESPECT OF RESIDENTS WELFARE ASSOCIATIONS RECOGNISED BY
THE GOVERNMENT OF INDIA, DEPARTMENT OF PERSONNEL & TRAINING**

All Welfare Associations of the Central Government Employees in receipt of grants-in-aid from the Department of Personnel & Training, New Delhi shall be required to be registered under the Societies Registration Act, 1860.

2. According to the Act, any seven or more persons having intention to form a Society may, by subscribing their names to a Memorandum of Association form themselves into a Society under the Act. In case of Welfare Association, however, an Association of not less than 200 Government Servants (unless otherwise justified as a special case) shall be registered.

3. The Act lays down that the 'Memorandum of Association' and the "Rules and Regulations' of any Society/Associations should be drawn up separately. Further, that whereas the 'Memorandum of Association' should contain the names of the Society, the names, addresses and occupations of the members of the governing body etc." the 'Rules and Regulations' should have the details of the Constitution like membership, manner of holding meetings, powers of the functionaries etc., the page-numbering of the rules and their classification/numbering are also required to be done separately from the Memorandum.

4. The Memorandum of Association shall contain the following provisions :—

(i) THE NAME OF THE ASSOCIATION

No distinction of class or character should appear in the name of Association(s). It is , advisable to name an Association as 'CENTRAL GOVERNMENT EMPLOYEES RESIDENTS WELFARE ASSOCIATION / KENDRIYA SARAKARTH KARAMCHARI AWASIYA SUDHAR KALYAN SABHA' followed by the name of Blocks/Type/Number of Quarters/area covered or represented by the Association so as to suitably give an identification to it. No names other than the two mentioned above will be acceptable and, for the sake of uniformity, such Associations having different names should initiate action to change their names. An intimation to this effect will be sent to the Department of Personnel and Training.

(ii) THE ADDRESS OF THE REGISTERED OFFICE OF THE ASSOCIATION

This should be the Home Address of the SECRETARY of the Association/Sabha/Samiti authorised to correspond with the Government or local Authorities etc. The name of the sender of the communication may be typed, if necessary.

(iii) THE JURISDICTION OR THE AREA OF OPERATION OF ASSOCIATION

This shall state in un-ambiguous terms the jurisdiction of the Association in which it shall function. There should be a specific mention of the name of Blocks e.g., Block 'A', 'B', 'C' of or the types of Qrs/Blocks (e. g. 500 Qrs from No..... to No.), the residents of which shall be entitled to become members of the Association. The area of operation should be a compact one, that is to say, it should not be fragmented/disjointed or scattered. Another important point is that it should not encroach upon or overlap the jurisdiction of another Association in the vicinity recognised by the Department of Personnel & Training.

(iv) THE OBJECTS FOR WHICH THE ASSOCIATION IS ESTABLISHED

- (a) To foster a spirit of mutual help and goodwill among the inhabitants of the colony in general, and the members of the Association in particular, thereby, promoting communal harmony and national integration.
- (b) To make all possible efforts to achieve general amenities. Consumer protection such as interaction with traders on quality and quantity of goods, over charging etc. monitoring of the public distribution system including supply of essential and consumable items and environmental protection such as steps to curb pollution, ensure cleanliness, plantation of trees, interaction with authorities on any environmental aspects and for this purpose, represent the interest of the residents before appropriate authorities.
- (c) To undertake all such other lawful acts, deeds or things including Sports and Cultural activities as are incidental or conducive to the attainment of any or all of the above objects including the general Welfare of the Employees and their families.

- (d) To promote such welfare and socio-economic activities as may be approved by the Department of Personnel & Training.
- (e) The Managing Committee will set targets in the areas stated in the objects and conduct half-yearly reviews to assess the achievements of targets. This will be called the Annual Action Plan of the Association. A copy of the Action Plan has to be sent to the Chief Welfare Officer, Departments of Personnel & Training in the beginning of the Financial year. The Association, while applying for grants-in-aid, to the Department of Personnel & Training, shall indicate, with special reference to the Action Plan, achievements or shortfalls with reasons.

5. The Association shall, however, desist/refrain from taking part directly or indirectly in any political or anti-government activities or associating with foreigners or foreign Institution/Association. The Association shall not bring any political or other outside influence to bear upon any authority in connection with the affairs thereof.

6. The 'Memorandum' of the Association should, further, give the names, address, occupations and designations of the members of the governing body (at the time of registration) to whom the management and affairs of the Association have been entrusted. It is also required to be duly signed by these members before it is registered.

7. The 'RULES AND REGULATIONS' of the Association shall contain the following provisions.

RULES AND REGULATIONS

I. OFFICIAL YEAR

The official year shall be the financial year i.e., from 1st April to 31st March.

II. MEMBERSHIP

(a) There shall be two types of members:

(1) REGULAR

Central Government employees and employees of Delhi Administration, shall qualify for 'Regular' membership of an Association in receipt of the grants-in-aid from the Department of Personnel & Training, subject to fulfilment of conditions as laid down in para (b) to (f) below.

(2) ASSOCIATE

Employees of the following offices shall, however, be eligible for enrolment as 'Associate' member only:—

- (i) Attached and Subordinate offices of the Railway Board.
 - (ii) Subordinate offices of the Director general, Posts and Telegraphs.
 - (iii) Retired Central Government Servants .
 - (iv) Members of the Armed Forces and other Armed Forces of the Union.
- (b) There should be a drive to maximise membership. For this purpose, as many persons, who fulfil the eligibility conditions for membership are to be so enrolled on the payment of the fee prescribed by the General Body of the Association. No person, who is eligible to become a member and who is willing to pay the prescribed fee, shall be denied membership.
- (c) The following 'Regular' members will be eligible to seek office in the Managing/Executive Committee :
- (i) Who are allottees of the Government Quarters in the area and are residing there;
 - (ii) Who are residing in the colony on sharing basis after obtaining official approval; and
 - (iii) Husband/wife, sons and daughters of a Government servant, who are also Central Government employees and residing in the same flat, provided no other regular member from the same house is/are contesting for any office in the Managing/Executive Committee.

- (d) Associate member as mentioned in 2(i) to (iv) above who are allottees and residing in the area or are residing on sharing basis after obtaining official approval shall not be eligible to seek office in the Managing Executive Committee, though they shall have the right to vote in elections.
- (e) While enrolling as member or renewing membership, the Association has to satisfy itself that the individual who is being enrolled falls in any of the categories mentioned above. The sample of this is at Annexure-A.
- (f) In case, any Central Government employee, eligible to become a member of the Association of the area where he resides, faces any difficulty in becoming the member of the Association, he/she can submit an application **direct** to the Area Welfare Officer for necessary action who will settle the matter, if necessary, in consultation with the Chief Welfare Officer, Department of Personnel & Training.

NOTE: Membership shall **not be open** to the employees of the private shops/companies, Banks, Autonomous Bodies, Public Sector Undertakings, New Delhi Municipal Committee, Municipal Corporation of Delhi and Bodies created by or under any specific Act of Parliament.

III. ADMISSION FEE & SUBSCRIPTION

- (a) Every person admitted as new member shall have to pay an admission fee at the time of enrolment and also subscription (monthly/quarterly/annually) as laid down by the Association in their Constitution, in advance. Proper receipts will be issued to the members in token of having received the enrolment fee and the subscription. The signatures of the members shall be obtained on the office copy/counterfoil of the receipt book in token of his having received the receipt. The membership shall cease automatically if the same is not renewed within one month of the beginning of the next official year. In such cases, membership can be revived only after payment of all arrears on account of subscription or other dues outstanding against the member plus a nominal fine as may be prescribed by the Managing Committee.
- (b) The Managing Committee shall have the right to raise funds as and when necessary and charge additional subscription from members for any individual games, events, activity or function of the Association.

IV. MANAGEMENT

- (a) the affairs of the Association shall be managed by a Managing Committee consisting of the following office-bearers :—
 - (i) President - (One post)
 - (ii) Vice-President - (One post)
 - (iii) Secretary - (One post)
 - (iv) Joint Secretary - (One Post)
 - (v) Treasurer - (One Post)
 - (vi) Convenor (Civic Amenities & Health Services) - (One Post)
 - (vii) Convenor (Sports & Cultural Activities) - (One Post)
 - (viii) Convenor (Environment & Consumer Rights and Security) - (One Post)
 - (ix) Members - (Two Posts)
- (b) All the above members of the Managing Committee will be elected simultaneously.
- (c) The office-bearers and members of the Managing Committee shall hold office for two years. However, they shall continue until fresh elections are held and results declared by the 30th of April, of that year whichever is earlier.

Note: Those persons who are due to retire within this period would not be eligible to contest the election.

- (d) No office-bearers i.e., President, Vice-President, Secretary and Treasurer **shall hold any of these office for more than two terms continuously** (Block years) i.e., for a period of 4 (four) years. He/She may continue in the Managing Committee in any other capacity. A member of the Managing Committee may, however, seek office after a lapse of one term (two years) to any of the above mentioned FOUR posts. The contestants for Treasurer post should preferably have the knowledge of accounting procedure.

- (e) The committee shall meet once a month. A notice of 3 (three) days shall be necessary to call an **ordinary meeting** whereas **no notice** shall be necessary for an emergent meeting.
- (f) The quorum for ordinary meetings of the Managing Committee shall be 1/3 rd of the total membership thereof whereas no quorum shall be necessary for an emergent meeting. Any member who does not attend three meetings of the Managing Committee consecutively without permission (from the President or the Vice-president in the case of President himself) shall be removed from the Managing Committee and would be informed in writing. Such action of the Managing Committee would be got ratified by the General Body.
- (g) Every member present and voting in the Managing Committee shall have one vote provided in the case of equal division of votes, the President shall have casting vote.
- (h) The committee shall be responsible for the day-to-day management of the affairs of the Association and shall have the power to incur expenditure within the funds available with the Association for conducting the activities of the Association. It shall not go in debts or take loans for conducting its activities.
- (i) The Managing Committee shall, at the appropriate time, in consultation with and after the approval of the Area Welfare Officer, appoint a RETURNING OFFICER from among the members of the Association for holding the annual elections, provided that such member shall not himself be taking part or contesting in the said elections. (in case of absence of a consensus between the Managing Committee and the Area Welfare Officer about the appointment of a Returning Officer the matter will be referred to the Chief Welfare Officer, Department of Personnel & Training whose decision in this regard will be final.)

Only regular member would be eligible for such appointment. No such person who held an executive post in the last Managing Committee will be eligible to be appointed as Returning Officer. The Area Welfare Officer will intimate the Chief Welfare Officer about the appointment of Returning Officer in time, giving his complete official and residential address and Telephone No. if any before the elections are notified.

- (j) The committee shall have the 'right to accept or reject the resignation (s) of office bearers/members and to make appointment to fill vacancies caused either due to resignation or any other reasons, as under :—
 - (i) From amongst the elected Member of the Managing Committee to fill the vacancies of office bearers.
 - (ii) From amongst the 'regular' members of the Association to fill the vacancies of Members of Managing Committee. The Managing Committee can fill the vacancies for the remaining part of the term thereof subject to the condition that the total vacancies (to be filled) do not exceed or constitute 2/3rd of the total posts of the Managing Committee during the Block year.

A report on filling up of vacancies etc. shall be sent to Area Welfare Officer/ Chief Welfare Officer and required to be presented for ratification in the next meeting of the General Body which should be held within two months. The decision of the General Body shall be intimated to the Chief Welfare Officer, Department of Personnel & Training.

- (k) All office-bearers shall function and act under the control of the Managing Committee. The Committee shall have the power to set up ad-hoc Committee or sub-Committee and to delegate powers to them as deemed necessary. The committee shall have the right to co-opt residents of the area (Regular or Associate Members) for such specific purpose or purposes, as it may deem fit.
- (l) Any office-bearers/Member of the Managing Committee if directly/indirectly involved in political activity, may be removed from the Managing Committee by Chief Welfare Officer, Department of Personnel & Training, after he is satisfied about such act of the office-bearer/member. The Chief Welfare Officer may also recommend to the Administrative Ministry/Department/Office of the concerned office bearer /Member for taking suitable disciplinary action under the CCS (Conduct) Rules, 1964.
- (m) The Chief Welfare Officer, Department of Personnel & Training will also have power to dissolve a Managing Committee and set up an ad-hoc Committee to run the affairs of the Association or/and order mid-term election if :—
 - (i) On the basis of the reports he is satisfied that the work of the Association is not being conducted in accordance with the objectives laid down in the Constitution; or
 - (ii) Two thirds of the members (including office bearers) of the Managing Committee resign/leave office due to any other reason.

The mid term election for the remaining part of the term would be conducted by following the complete procedure of the election as laid down in this Constitution.

V. DUTIES, POWERS AND RESPONSIBILITIES OF OFFICE BEARERS OF THE COMMITTEE :

(a) Individual office-bearer, who receive the grants-in-aid from the Departments of Personnel & Training (Welfare Section) shall be responsible for submission of the approved annual accounts etc. for the previous financial year to the Department of Personnel & Training.

(b) PRESIDENT

He shall preside over the meetings of the General Body/Managing Committee and exercise general supervision over the activities of the Association. He may dispose of such important and urgent matter which for want of time cannot be put up to the Managing Committee and report the same in the next meeting of the Managing Committee. He may also authorise expenditure up to Rs. 350/- expenditure so Incurred should be got approved by the Managing Committee at its next meeting. He would be treated as 'Head' of the Association. In the event of resignation by any office bearer/member the President shall arrange to convene a meeting of the Managing Committee within a week of receipt of resignation in which Area Welfare Officer will also be invited.

(c) VICE-PRESIDENT

He shall carry out such duties as may be assigned to him from time to time by the President. In the absence of the President, he shall assume the duties and powers of the President.

(d) SECRETARY

He shall (i) maintain a register containing the names and addresses of the members of the Association, (ii) issue notice of the meetings in consultation with the President and record the minutes of the meetings, (iii) be responsible to the Managing Committee for all activities of the Association and will conduct correspondence on behalf of the Association, (iv) have authority to incur expenditure not exceeding Rs. 150/- in anticipation of formal sanction, such expenditure being reported to the Managing Committee for approval at its next meeting, (v) submit a report on the working of Association for the preceding year at the Annual General meeting and (vi) execute contracts on behalf of the Association as and when authorised to do so by the Managing Committee, (vii) keep all the records (excluding cash and accounts) of the correspondence with him.

(e) JOINT SECRETARY

He shall carry out such duties as may be assigned to him from time to time by the President/Secretary. In the absence of the Secretary, he shall assume the duties and powers of the Secretary and shall be responsible to submit a quarterly report of activities to the Under Secretary (Welfare), Department of Personnel & Training and annual report and audited annual accounts within 60 days of the close of the financial year.

(f) TREASURER

He shall (i) be responsible for making all collections and receive cash and give receipts thereof on behalf of the Association and be responsible for the proper maintenance of Association Accounts, (ii) keep regular accounts of money received and disbursed and be responsible for the proper maintenance of the accounts book and other Registers of the Association and for this purpose, he shall post all the receipts of income and expenditure regularly in the Cash Book and put it up for information of the Managing Committee in its next meeting, (iii) work as Financial Adviser to the President/ Secretary of the Association, (iv) keep cash in hand up to Rs.100/- only and to deposit excess funds, if any, in the Bank (v) prepare an annual statement of accounts at the end of the financial year and after approval of the Managing Committee, submit it to the Annual General Body meeting, duly audited (along with the Auditor's report and replies thereto, if any).

(g) CONVENOR

The Convenor shall look after the work relating to the filed of his assignment in consultation with President/Secretary.

VI. AUDITOR

He shall be appointed by the Managing Committee before the end of March every year for audit of accounts of that financial year from amongst the regular members of the Association (other than a sitting member of

the Managing/Executive Committee). He shall audit the accounts of the Association and obtain clarifications in this regard, if necessary, from the office-bearers of the Managing Committee. He shall suitably endorse his report on the Annual statement of the accounts, and on the list of assets of the Association etc.

VII PATRON

The Area Welfare Officer, nominated for the area shall be the ex-officio patron of the Association. He shall be invited by the Association to attend all the meetings of the Managing Committee/General Body as a 'Special Invitee' where his role will be that of a "Passive Observer". He will tender advice on matters raised in such meetings when called upon to do so and not interfere with the normal proceedings.

He shall be required to periodically review the Annual Action Plan of the Association and tender necessary advice to the Association on shortfalls, if any. Any special observation/Report on the Action Plan should be forwarded to the Chief Welfare Officer, Department of Personnel & Training.

It shall be duty of the Area Welfare Officer, as a Patron of the Association, to keep a special watch on enrolment or renewal of membership of the Association, particularly in the month of March every year. He shall ensure that every genuine allottee willing to become a member is enrolled as a member of the Association. In case of any difficulty faced by the residents, the Area Welfare Officer can entertain applications direct as provided in para II (g) above.

VIII GENERAL BODY

- (a) The General Body shall consist of all members of the Association and the final authority of the Association shall vest in it.
- (b) The rights and privileges of the General body shall be :—
 - (i) To elect the Managing Committee, including office-bearers and members latest by the end of April in every block of two years;
 - (ii) To remove any office-bearer/member of the Managing/Executive Committee/member of the Association;
 - (iii) To adopt the Model Constitution, framed by the Department of Personnel & Training (as amended from time to time).
 - (iv) To pass the accounts of the previous year and consider the Auditor's report and Annual report.
 - (v) To approve the programmes of activities of the Association for the ensuing year.
 - (vi) To consider and decide about the winding up of the Association and disposal of its assets and liabilities in consultation with the Department of Personnel & Training.
 - (vii) To discuss any other item with the permission of the Chair.

A. ORDINARY MEETING OF THE GENERAL BODY

- (1) The quorum for the General Body meeting shall be $\frac{1}{4}$ th of the total number of members on roll.
- (2) A notice of at least 14 days shall be given in writing for convening an ordinary meeting of the General Body.
- (3) A meeting for want of quorum may be adjourned by the President/Presiding Officer and no quorum shall be necessary for such an adjourned meeting when reconvened.
- (4) Meeting of the General Body of the Association shall be held at least once every year within a period of two months of the completion of the financial year i.e., before the 31st of May. Annual Report, Annual Accounts for the previous financial year and general plan/programmes for the next financial year would be approved/decided in these meetings.
- (5) A special meeting of the General Body may be held either at the instance of the President of the Association or on a requisition signed by at least $\frac{1}{5}$ th of the total number of members to discuss specific matters to be stated in writing. The quorum for such meetings shall be at least $\frac{1}{5}$ th of the total number of members on rolls of the Association present in person. In case, the Area Welfare Officer is satisfied about the need for calling a General Body meeting and if such meeting is delayed for any reason, he may with the approval of Chief Welfare Officer, Department of Personnel and Training advise the President to convene a general Body meeting for the purpose.

B. EXTRAORDINARY MEETING OF THE GENERAL BODY

- (1) Matters pertaining to the removal of office-bearers including members and/or the removal of any members of the Association and appeals against the decisions of Managing Committee shall require 2/3rd majority of the members present and voting. The quorum for such meetings shall be 1/3rd of the total members on roll.
- (2) A 'NO CONFIDENCE MOTION' against the Managing Committee shall be considered only if at least 1/3rd of the total members on roll put such a motion in writing and a meeting is convened specifically to consider it. The quorum for such General Body meetings shall be 1/3rd of the total members on roll and decision will be valid if the 2/3rd majority of the members present and voting in that meeting vote in favour of such a decision. In such a situation bye-election would be ordered with the approval of the Chief Welfare Officer, Department of Personnel & Training as per procedure of election laid down in the Constitution.

IX. ELECTIONS

- (a) The list of Regular and Associate members as on 31st March should be displayed within a week from 1st April and finalised after 7 clear days of such display/notification by considering representation for rectification of errors, if any. In any case, the final voters list should be published latest by 15th April.
- (b) All Office Bearers and Members of the Managing/Executive Committee shall be elected in the General Elections to be held by secret ballots. The date of elections, which should be on or before 30th April, shall be decided by the Managing Committee. The terms of the elected Office-Bearers and Members shall be TWO YEARS (BLOCK OF TWO FINANCIAL YEARS). The Managing Committee shall cease to exist on the 1st May of the year when the elections are due or till the new Committee is declared elected whichever is earlier.
- (c) Members (including Associate Members), whose subscription and other dues are not in arrears up to 31st of March of the year preceding the election year, shall be eligible to vote. Thus, only eligible residents who become member/associate member of the Association by 31st March of a year shall be eligible to vote and/or contest elections, as the case may be during the next financial year.
- (d) Every member present and voting shall have one vote.
- (e) Voting shall be by SECRET BALLOT.
- (f) Elections shall be conducted by the Returning Officer who will be appointed in accordance with para IV(i). The Area Welfare Officer concerned would also act as 'OBSERVER' at that time. The Returning Officer would be given copies of voters' list (clearly indicating the voter number) on his appointment along with necessary material i. e., stationery/blank nomination forms/requisite Funds etc. for carrying out activities connected with the conducting of the elections. The Returning Officer would be given full assistance and cooperation by the Managing Committee/Members for smooth conduct of the elections. Nomination forms (Annexure-'B'), duly proposed, seconded and accepted by the contestant member for a particular office, shall be received by the Returning Officer by a certain date and time fixed by the Managing Committee which should be at least 7 clear days before the date fixed for the meeting of the General Body/holding of the elections, as per the programme at Annexure-'C'. No person can hold more than one office at a time of two blocks and, therefore, will be eligible to contest only for one office.
- (g) An elector shall be entitled to propose or second only one nomination paper. In case he/she has proposed one nomination paper and also seconded another nomination paper, in that case both the nominations would be invalid.
- (h) No elector shall propose or second a nomination paper for an office for which he himself is a candidate. If an elector has already proposed or seconded a nomination paper for an office, his own subsequent nomination for such an office will be inoperative.
- (i) All the members of the Association, who are eligible to vote in the elections to elect the office-bearers/ Members of the Managing/Executive Committee, will be informed through wide publicity of the programme of election, as noted at (f) above, well in time in writing. While intimating them, they should be advised to bring their Identity Cards and allotment letters/electricity bills in their name and any other valid documents with them to substantiate the validity of their membership at the time the elections are held.

- (j) In case of any dispute arising in the matter of Election process or Election Results, the Area Welfare Officer being an observer will submit a report to the Chief Welfare Officer in the Department of Personnel & Training for a decision, whose decision shall be binding upon the Association. Provided that after the declaration of the Election Results of an Association, if the Chief Welfare Officer is satisfied on the basis of the report of Area Welfare Officer/evidence brought to his notice that the elections have not been held in a fair manner or that mal-practices were resorted to by an individual(s), he may cancel the election and appoint an ad hoc Committee of members and an independent Returning Officer in consultation with the Area Welfare Officer for holding fresh election. The ad hoc body will discharge the functions of the Managing Committee till fresh elections are held.
- (k) Persons aggrieved with the decision of the Chief Welfare Officer may appeal to the Joint Secretary in charge of the staff Welfare in the Ministry of Personnel, Public Grievances and Pensions for setting aside or revision or to modify the decision/decisions of the Chief Welfare Officer, The decision of such Joint Secretary shall bind all concerned finally and conclusively.

X. SOURCE OF INCOME

The source of income of the Association shall be :—

- (i) Subscriptions and fees as laid down in the Constitution and/or funds raised from time to time on specified counts.
- (ii) Grants-in-aid from the Government.
- (iii) Donations from Government(s) or Official Bodies.

NOTE: Chowkidar fund shall not be taken into consideration for any purpose by the Government.

XI. WITHDRAWALS FROM THE BANK

- (i) These shall be authorised by the Joint signatures of the Treasurer and either the President or the Secretary.
- (ii) The outgoing Managing Committee will not make any withdrawal from the Bank Account after the date of election.

XII. SUITS BY AND AGAINST THE ASSOCIATION

The Association may sue or be sued in the name of the President or the Secretary.

XIII. The Association shall not joint/federate with any other Association(s)/Federation(s) without the prior approval of the Department of Personnel & Training.

XIV. HANDING OVER OF CHARGE

The Secretary of the outgoing Managing Committee will be responsible for handing over the charge to the Secretary of newly elected Managing Committee within 15 days of the date on which results of the elections are declared by the Returning Officer. It shall be the duty of the Secretary of the outgoing Managing Committee to ensure that all documents, Registers relating to Accounts including Pass-Book, Cheque Book and other papers are handed over to the Treasurer of the newly elected Managing Committee whereas all other documents, Registers, appears and other assets/equipment/articles will be handed over to the Secretary of the newly elected Managing Committee. The Secretary of the newly elected Managing Committee shall inform the Area Welfare Officer about the position regarding handing over/ taking over of the charge including matters relating to the Accounts within 7 days of the date on which charge has been/ should have been handed over. If the post of the Secretary is vacant for any reason, another office-bearer, shall be nominated by the Managing Committee who shall be responsible for handing over the charge to the Secretary of the newly elected Managing Committee within 15 days of the declaration of the results. In case, the Secretary/Treasurer/ Other Office-bearer nominated by the Managing Committee as mentioned above of the outgoing Managing Committee fails/refuses to hand over complete charge to the Secretary/Treasurer/Other Office-bearer of the newly elected Managing Committee within the due date, his conduct shall be viewed as 'Unbecoming of a Government Servant' thereby, attracting provisions of the Central Civil Services (Conduct) Rules, 1964 and rendering him liable to appropriate disciplinary action. The Area Welfare Officer will send a report to the Chief Welfare Officer, Department of Personnel & Training in this regard within one month of the completion of election.

Such office-bearers who fail/refuses to hand over the complete charge to the succeeding-office bearers within a period of one month of the date of election, shall be debarred from holding the post of any office-bearer in any Resident Welfare Association.

XV. DISOLUTION

- (a) Any number not less than 3/5th of the members of the Association may determine that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claims and liabilities in consultation with the Department of Personnel & Training.
- (b) If upon the dissolution of the Association there shall remain, after the satisfaction of all the debts and liabilities and any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given to some other Association/Body/Authority to be determined by the Department of Personnel & Training.

XVI. INTERPRETATION

Any point relating to interpretation of the provisions of the Model Constitution or any other dispute pertaining to the functioning of the Association, relief on which has not been provided elsewhere in the Constitution, shall be referred to the Chief Welfare Officer, Department of Personnel & Training whose decision in this regard will be binding on all the parties.

CERTIFICATE

I, Shri/Smt/Kum.wish to become a member/renew membership or associate membership of and undertake to pay the prescribed fee by paying Rs.— as the membership fee, I certify that I am the allottee and resident of Qr. No. _____ /I am officially sharing accommodation in Qr.No. _____ with Shri/Smt. _____ who has been allotted the quarter.

Particulars furnished are correct/
Incorrect and may/may not be admitted
As regular/associate member.

Signature of the applicant
Date
Name
Designation &
Official address
With Telephone No.

Signature of the Secretary

Date and Seal.

NOMINATION FORM

Elections for the Managing/Executive Committee of the Residents' Welfare Association.

Block year

Contesting for the post of :

Name of the candidate: Shri/Smt./Miss.....

Date of superannuation

Official designation/Office Address

With telephone No.

Residential Address

With telephone No.

Voter No. (as given in the voters list)

Name	Residential Address	Voter No. Signature
------	---------------------	---------------------

Proposed by _____

Seconded by _____

I accept the proposal for nomination for the above post in the Managing/Executive Committee.

Date _____

Signature of the Candidate

VERIFICATION

The particulars given by Shri/Smt. with reference to date of superannuation and official address are correct.

Signature
Under Secretary (Admn.),
Ministry/Department of

The above nomination has been examined and found valid/invalid.

Dated _____ Signature of Returning Officer _____ Received a Nomination form
for the post of _____ in the name of Shri/Smt./Miss. _____
Officer _____ Time _____ Dated _____ Signature of Returning

RECEIPT

Received a Nomination form for the post of _____ in the name of
Shri/Smt./Miss _____

Signature of Returning Officer

Dated _____ Time _____

ELECTION PROGRAMME

- | | |
|---|---|
| (i) Last date of enlisting as member | 31 st March |
| (ii) Publication of voters list within a week from | 1 st April |
| (iii) Publication of final voters list | After 7 days from publication of Voters list. (Final voters list will be Published by 15 th April in any case) |
| (iv) Date of submission of nominations for the various posts in the Managing/ Executive Committee :
(Nomination form in the Annexure-III enclosed) | |
| (v) Scruting of Nominations | |
| (vi) Last date of withdrawal of Nomination | |
| (vii) Date of elections, timings and venue: | |
| (viii) Displaying of the final list of the contestants on the public places well in time : | |

ANNEXURE XI

No. 6/2/98-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
New Delhi

3rd Floor, Lok Nayak Bhawan
Dated the 24th August, 1999

To

All Central Government Employees
Residents Welfare Associations

Subject : Forwarding the amended Model Constitution framed by this Department for Resident Welfare Associations functioning in Delhi and outside Delhi - reg.

Sir,

I am directed to forward herewith a copy of the Model Constitution amended upto July, 1999 for information and compliance.

All the recognised Associations are requested to adopt the amended Model Constitution in its entirety word by word subsequently to be ratified by the General Body in its next meeting and submit a certificate to this effect at the earliest.

Yours faithfully,

Sd/-

(J.S. BHATIA)

Under Secretary to the Govt. of India

Tele. No.469 8708

Copy also forwarded to:

1. All Area Welfare Officers (as per list)
2. Welfare Officer of all Ministries/Departments
3. PPS to Secretary (P)
4. PPS to Addl. Secretary (AR&PG)
5. P.S. to JS (AT & A).

No. 4 (3)/177-Welfare
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel & Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi, the 26th September, 1977

OFFICE MEMORANDUM

Subject : Presidents/General Secretaries of the Residential Welfare Associations—permission to leave office during working hours.

As Ministries/Departments are aware that Welfare Associations are functioning in various residential colonies for promotion of social and cultural activities as a part of the welfare scheme and are in receipt of grant-in-aid from the Department, subject to fulfilment, of certain conditions, The Associations are also expected to attend to the civic problems and other amenities as part of their welfare activities, The Associations take up various matters with the local authorities through letters and the letters are then followed up by personal visits or meetings with the 'concerned officers'. It is well known that personal visits are very necessary for effective action to elicit meaningful replies from the local Government offices like DMS, DTC etc. The Presidents/General Secretaries of the Associations have, therefore, to meet, various authorities during office hours. In that connection, sometimes the office bearers of the association have to, take leave. It has been represented to this Department that, in fairness, office bearers of the associations, who attend to the work of the associations in an honorary capacity should not be expected to consume their leave on such matters. This Department has, therefore, been ' requested that the Ministries/Departments may be advised to allow them to leave office for welfare work. The matter was considered and this Department feels that the 'General Secretaries/Presidents of of the Residents' Welfare Associations, which are recognised by this Department are in receipt of grant-in-aid from it, may be permitted to leave office during office hours occasionally, on receipt of specific written requests from them, subject to exigencies of office work and subject to the satisfaction of the officer concerned that the office bearers concerned are really going for some welfare work.

The Ministries/Departments are requested to issue suitable instructions to all concerned in this matter (Hindi version follows.)

(R. PRASAD)

Under Secretary to the Government of India

To

All Ministries/Departments of the Government of India (with 10 spare copies).

No. 4 (3)/77-Welfare, New Delhi, the Sept., 1977.

Copy to :—

1. All attached/subordinate offices of the Department of Personnel and Administrative Reforms.
2. Secretaries of all recognised Welfare Associations.
3. G. K. K. Section (with 5 spare copies).

(R. PRASAD)

Under Secretary to the Government of India

KENDRIYA BHANDAR

BRANCH STORES

DELHI

AS ON 21.11.2000

1. Raisina Road*	40. R.K.Puram-VII
2. Yojana Bhawan	41. Srinivaspuri
3. R.K. Puram-IV*	42. R.K. Puram V*
4. Sarojini Nagar 'B' Block	43. Nanakpura
5. Q Block	44. Bapa Nagar*
6. Moti Bagh-I*	45. Nauroji Nagar
7. R.K. Puram-I*	46. R.K. Puram IXB
8. Mall Road	47. Vasant Vihar"
9. Netaji Nagar*	48. CGO Complex
10. Kalibari Marg*	49. Pushp Vihar IV*
11. Moti Bagh II*	50. Pushpa Bhawan
12. R.K. Puram II*	51. Peshwa Road*
13. Kasturba Nagar*	52. INA Colony*
14. Pandara Road*	53. C.R.Building ITO
15. Dev Nagar	54. Pitampura
16. Andrews Ganj*	55. R.K.PuramVI
17. R.K. Puram West	56. Kalkaji DTC Depot
18. Sarojini Nagar H Block*	57. IAAI Complex
19. Curzon Road*	58. Patparganj DTC Depot
20. R.K. Puram IX A*	59. BBM DTC Depot
21. UPSC	60. Hari Ng. DTC Depot
22. NCERT*	61. Krishi Vihar*
23. Minto Road*	62. Krishi Kunj*
24. Prem Nagar*	63. NTPC Badarpur
25. Asia House	64. Panchwati
26. Jai Vihar*	65. ISU
27. Sadiq Nagar*	66. Wazirpur Depot
28. Timarpur	67. IIT Hauz Khas
29. Moti Bagh North West*	68. St. Stephen Hospt.
30. Pragatri Vihar*	69. Bihar Bhawan
31. Chitaranjan Park*	70. JNU Campus
32. Pushp Vihar I*	71. SPG Complex Papankala
33. ASI Janpath *	72. FCI Building
34. Patel Dham*	73. MSU I
35. North Block	74. MSU II
36. DIZ Area Gole Market*	75. MSU III
37. Lodhi Colony*	76. MSU IV
38. R.K.Puram III*	
39. IARIPusa*	

* FPS also available

**KENDRIYA BHANDAR
NEW DELHI
BRANCH STORES-OUTSIDE DELHI**

MAHARASHTRA

1. KOLIWARA, Mumbai

TAMILNADU

2. K.K. Nagar, Chennai
3. Anna Nagar
4. Indira Nagar, Chennai
5. Besant Nagar, Chennai
6. Thirumanglam, Chennai
7. Avadi-I, Chennai
8. Avadi-II, Chennai
9. Nungambukkam, Chennai
10. Central Excise Collectorate, Madurai
11. Ordance Factory, Tiruchirapalli
12. Central Excise Coll. Coimbatore

PONDICHERY

13. Jipmer

ANDHRA PRADESH

14. Gochibowali, Hyderabad
15. Yusufguda, Hyderabad
16. Tirupati
17. Secunderabad

KARNATAKA

18. Koramangla, Bangalore
19. Domur, Bangalore

KERALA

20. Central Excise Collectorate, Cochin
21. Port Trust, Cochin
22. Kakkanad

DAMAN

23. Artillery Building Moti Daman

GOA

24. Panaji

HARYANA

25. NSG Complex, Manesar
26. NPTI, Faridabad
27. NH-IV, Fardabad

CHANDIGARH

28. Sector-17
29. Sector- 37 C

PUNJAB

30. Rail Coach Factory, Kapurthala

UTTAR PRADESH

31. Academy of Admn. Miussoorie
32. Noida Sector-36
33. Hal Complex, Lucknow
34. GSI Colony, Lucknow
35. Kendranchal Colony, Lucknow
36. II M, Lucknow
37. CGO Complex, Ghaziabad
38. Noida, Sector-51
39. Allahabad (Naini)

MADHYA PRADESH

40. Gwalior

RAJASTHAN

41. Jaipur

ANNEXURE-XIV

The pay scales, under revised pay rules 1997, of Canteen staff are as under :

S.No.	Designation	Pre revised pay scales Rs.	Revised pay scales aproved (Rs.)
1.	Safai Karamchari	750-12-870-EB-14-940	2550-55-2660-60-3200
2.	Washboy	-do-	-do-
3.	Bearer	-do-	2610-60-3150-65-3540
4.	Tea/Coffee Maker	-do-	-do-
5.	Cook	825-15-900, EB-20-1200	3050-75-3950-80-4590
6.	Asstt. Halwai	-do-	-do-
7.	Clerk/Salesman	-do-	-do-
8.	Halwai	950-20-1150-EB-25-1500	3200-85-4900
9.	Cashier	-do-	-do-
10.	Storekeeper/Asstt. Manager-cum-Store Keeper	-do-	-do-
11.	Manager Grd., II	-do-	-do-
12.	Accountant	1200-30-1440-EB-30-1800	4000-100-6000
13.	Manager Grd.II	-do-	-do-
14.	Dy. General Manager	-do-	-do-
15.	General Manager	1350-30-1440-40-1800-EB-50-2200	5000-150-8000

The Canteen staff are required to be recruited through established channels of employment only as in the case of all Government staff. Model Recruitment/Promotion Rules also exist.

For further details, Director of Canteens, Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Lok Nayak Bhavan, Khan Market, New Delhi- 110003 (Tele. No. 4625818) can be contacted.

ANNEXURE-XV

FAX : 011-4646961 (L.N.B.)

011-4624821 (L. N. B)

Telephone: 4625818

No. 3/1/99-Dir (C)

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING
NEW DELHI

Room No 361, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.

Dated the 31st March 1999

OFFICE MEMORANDUM

Subject :— Improvement in the functioning of Departmental Canteens/Tiffin Rooms located in the premises of Central Government Offices -Monitoring of Important aspects.

The undersigned is directed to say that the issue regarding bringing about improvement in the functioning of Departmental Refreshment Canteens located in the premises of various Ministries/Departments has been under consideration of the Department of Personnel & Training for some time now. The issue has also been repeatedly raised by the staff side in the Departmental Council of the J. C.M. under the Chairmanship of Secretary (Personnel).

2. While various aspects required to be taken care, for the proper running of the Refreshment Canteens, have already been well addressed and instructions/guidelines (set out by the Director (Canteens) are adequate in nature, the feed back received through inspections carried by the office of the Director (Canteens) in the past and the correspondence generated by the Departments themselves, indicate that these instructions/guidelines are not being earnestly followed. Viewed in this light, it is considered necessary that the user Departments should give attention to the following aspects for efficient and effective running of their Canteens:—

(i) General Upkeep of the Canteens

Though this is one of the most important aspects for the proper functioning of any Canteen, more often than not, these have been found to have received little attention. 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. Due to the nature of work done in the Canteens, particularly the Kitchen Walls/Ceiling fans normally tend to accumulate soot and dust. Therefore, these should be regularly cleaned (weekly) and white washed periodically. The flooring of the Canteens 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. These should be kept outside so as to prevent breeding of cockroaches etc. 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. These instructions are only a summary and considered minimum for the upkeep of the Canteen premises. Detailed Instructions are available in Annexure VI of the "Administrative Instructions on Departmental Canteens functioning in Central Government Offices and Industrial Establishment" (Green Book).

(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 another important aspect which is generally neglected. The wearing of the prescribed uniforms including aprons, caps etc. should be strictly enforced by the Canteen Managers (Departments may also consider providing the Canteen Staff with "Name

Plates"/ "Name Pouches" for pinning on their Coats/aprons etc.). Needless to say that the Departments/Offices should ensure timely issue of the prescribed uniforms at regular intervals. 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.

(iii) Keeping of Accounts

Inspections of Canteens have revealed that often Canteens fail to record their transactions in the prescribed books on a day to day basis and some times entries are not made even for a number of days. This is a gross violation of the provisions of book keeping and the instructions laid down by the Director (Canteens). Entries in the Cash Book are required to be authenticated/counter-signed by the Manager and Honorary Secretary of the Canteen on daily basis. All other books relating to purchase and issue of stores, Kitchen Register, Coupon Register etc. should also be maintained on day to day basis and the Manager should ensure that all entries are completed at the close of the work, every day. 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 so that the losses can be immediately plugged. 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. A set of detailed instructions/procedure to be followed for the maintenance of the account books are separately under consideration for issue.

(iv) Quality of Crockery - Cutlery/Quality of Food preparations

The quality of crockery, cutlery maintained in the Canteens has not been generally found upto the mark. Worn out/unserviceable crockery as well as inadequately washed/sterilised crockery/cutlery have been seen to be put to use. These have to be properly supervised by the Manager. To minimise the cost in the replacement of crockery/cutlery the Departmental Canteen Management Committees may consider introducing "Melamine" crockery items which are easier to maintain and comparably longer lasting than China/Clay crockery. The Departments/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 ensure strict control over the weights of the products sold through their Canteens.

3. 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 Nos. 6189-7044 & 8246-8255 (C.K. Jha & Others & V.N. Sharma & Others Vs Union of India & Others). 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. However, from the references being received in this Department, it appears that in many instances the normal- service matters relating to regularisation of their appointment (s), removal from probation/confirmation, grant of in-situ promotions, starting of GPF Accounts/closure of EPF accounts (if membership had been earlier obtained from the EPF Organisation), maintenance of Service Books etc. are yet to be satisfactorily completed. In certain cases delays in even awarding normal increments on due dates have been represented against by the Associations of the Canteen staff. It is considered necessary that these issues should be promptly looked into and genuine grievances of the Canteen staff should be sorted out by the Administrative authorities. Due to ban on filling up of vacancies imposed vide O.M. No. 3/1/92-Dir (C) dated 30-1-92 (since revoked vide O.M. No. 3/1/92-Dir (C) dated 22.6.98) regular promotions would have also been kept in abeyance. In all those cases where these were held up due to the provisions of the ban, they may be immediately reviewed and remedial action taken. Pending requests for compassionate appointments from the next of the kin of staff (died in harness) may also be quickly got considered. The pay scales as authorised in this office O.M. No.3/1 (iv) /97-Dir (C) dated 24-9-98 and 21.10.98 may be extended to the Canteen Staff.

(b) It may be added here that although so far no Association of Canteen Staff has been recognised, some applications received in the matter are under processing. The decision on these applications would be taken in due course of time after completion of all formalities by the applicant Associations. In the meanwhile, Departments/Offices may kindly examine the references of grievances received from the Canteen staff and their representative Associations for quick redressal.

(c) Details of the various orders issued by this Department on staff aspects, relevant in the above context are given hereunder. These have already been endorsed to all the Departments and would be already available with them. If considered necessary, these may be again disseminated to all for compliance/guidance :-

(i) Regularisation and Removal from Probation:

O.M. No. 3/2/95-Dir (C) dated 22.8.95

(The procedure to be followed for regularisation of the appointments of Canteen employees as Govt. employees, the removal of probation of the Staff recruited on the basis of GSR-54 (Conditions of Service existing prior to 1.10.91) and after 1.10.91, the drill for confirmation of their service and also the methodology to be followed in clearing the Efficiency Bar are elucidated).

(ii) Pension, Gratuity & General Provident Fund

O.M. 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 26.9.83 - 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 26.9.83 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. 1.10.91, 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 Organisation earlier and deposit the employee's share along with interest thereon to the respective newly opened GPF Accounts).

O.M. No. 12/3/92-Dir (C) dated 10.5.96

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

(iii) Pay & Allowances

O.M. No. 3/1 (iv) /97-Dir (C) dated 24.9.98, 21.10.98 and 5.2.99

(These Office Memoranda incorporate the revised Pay Scales & allowances applicable w.e.f. 1.1.96 to the various categories of Canteen Staff and the conditions attached to the extension of such Pay Scales and other relevant clarifications).

(iv) Regularisation of registered Canteens/Absorption of ad-hoc Staff

O.M. No.3/4/96-Dir (C) dated 20.3.97

[This Office Memorandum provides for the regularisation of the functioning of Canteens set up prior to 01- Oct. 1991 in Central Govt. Offices but not registered with the Office of Director (Canteens)].

O.M. No. 3/1/92-Dir (C) dated 22.6.98

(This Office Memorandum contains the Govt. decision to lift, in principle, the ban imposed on the filling up of vacancies in the Canteens/Tiffin Rooms vide O.M. No. 3/1/92-Dir (C) dated 30.1.92. inter alia, it also provides for the regularisation of the Services of the Canteen Staff continued to be held on ad-hoc basis.)

(v) Scholarship for Children of Canteen Staff

O.M. No. 20/1/88-Dir (C) dated 3.12.98

[A Scholarship Scheme has been instituted for the meritorious children of employees serving in the non-statutory Canteens/Tiffin Rooms functioning in Central Government Offices. There are 28 awards, in total, for pursuing studies from standard IX to Post-Graduation level. The Scheme will be funded from the Director (Canteen)'s Discretionary Fund.]

(vi) In-situ Promotion

O.M. No.3/4/94-Dir (C) dated 14.3.95

[The provisions of In-situ promotion Scheme notified by Ministry of Finance, Department of Expenditure Office Memorandum No.F.10 (I) /E.III/88 dated 13th September, 1991 have been extended to the Canteen Staff also].

(vii) Accommodation

Ministry of Urban Affairs & Employment, Directorate of Estates Office Memorandum No.12035/6/87-Pol.II dated 13.11.97

(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).

4. This Department is undertaking periodical reviews of all aspects of the functioning of Canteens and appropriate steps are initiated for obtaining improved performance from the Canteens. Ministries/Departments are also requested to kindly take note of the above points and issue necessary Departmental instructions to all concerned. Ministries/Departments may kindly review the position after every six months and take necessary steps so that the functioning of the Canteens is continuously monitored. The Managing Committees should carry out internal inspections at regular intervals and give them a feedback. Besides, inspections by independent team of officer(s) & staff representatives may also be got done regularly (preferably yearly intervals) to strengthen the functioning of the Canteens. The standard Proforma made out for carrying out such inspections has already been circulated vide this Department's O.M. No. 15/3/92-Dir (C) dated 22.2.93 (copy enclosed at Annexure-D) The inspection reports may be scrutinised by the Heads of the Departments themselves. By June 30th every year a summary of the position obtaining in regard to the Departmental Canteens may be arranged to be forwarded to this Department as per the proforma at Annexure-E.

5. If any further clarification/guidance on these aspects is required, the same may please be sought for from this Department. It is, however, stressed that such queries may be raised with this Department only at the Departmental level as it would not be possible for this Department to entertain queries directly from the subordinate/attached offices.

Sd/-
(S. GOPAL)
Director & C.W.O.

To,

All Ministries/Departments of the Government of India as per standard list.

No. 15/3/92-Dir.(C)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

3rd Floor "B" Wing,
Lok Nayak Bhavan,
New Delhi-110003

Dated the 22nd Feb. 1993

OFFICE MEMORANDUM

Subject: Managing Committees for non-statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices.

On the subject cited above I am directed to say that the matter regarding number of Staff Side Members in the Managing Committee of the Canteens came up for discussions in the recent meeting of the Departmental Council (JCM). The Staff Side submitted that the number of members of Group 'C' & 'D' staff should be more so as to provide effective representation in these committees and to ensure customers', better satisfaction. After a discussion, it has been decided that the number of Staff Side members would now be three instead of two as at present. These members may be recommended by the Staff Side of the Council (JCM), if any, functioning in that Department/Office or by the recognised service Association of the employees, as per the provisions existing in para 6.6 of the Green Book. This decision will however apply only to the Canteens which are categorised as "A" and above. The representation of the Staff Side members in the other Canteens/Tiffin Rooms will remain the same as has been provided in the above Rule.

2. It has also been decided that to have a better check on the activities of the functioning of the Canteens, the Canteens should be brought under the periodic inspection like that of O & M inspections, the inspections being undertaken by all the Ministries/Departments/Offices themselves. For the present, such inspections of the departmental Canteens/Tiffin Rooms may be done once in two years and the periodicity of these inspections be increased to once a year in due course. The inspection of the Canteen of Type 'A' and above must be conducted by an officer not below in the rank of Under Secretary, whereas other Canteens of lower category and Tiffin rooms may be inspected by any gazetted officer, to be nominated by the Head of Office/Department. For inspection of the Canteens a proforma has been developed and is enclosed. A copy of the inspection report may be put to the Head of the Department for appropriate action and a copy of the same may be sent to this department.

3. It may be advisable that the first inspection in respect of Canteen/Tiffin Room in various organisations is carried out at the earliest and reaction/change if any, that may be suggested in its enclosed Inspection Format in view of your inspection experience are intimated to this Department within a period of two months of the issue of this Office Memorandum.

4. The Ministry of Agriculture etc. are requested to implement the decision at para 1 above in consultation with the Staff Side of the Departmental Council (JCM) if any functioning in their Department/Office or recognised service association of employees. Action with regard to para 2 may also be ensured and the periodic inspection of Canteens may be undertaken from 1st January, 1993 onwards.

5. Hindi version will follow.

Sd/-

(R. C. RICHHARIYA)

Director (Canteens)

To

1. All Ministries/Departments to the Government of India (as per standard list)
2. All Chairman of the Managing Committee of Canteens (Group 'A' & above)
3. Controller General of Defence Accounts, R.K. Puram, New Delhi.
4. CAG, New Delhi.
5. S.O. (Canteens) with 200 spare copies.

REPORT OF PERIODIC INSPECTION OF DEPARTMENTAL CANTEENS

(To be completed by the Inspecting Officer)

Regn. No. of Canteen :

Office/Department (Full address):

Date of Inspection:

GENERAL

** Accommodation & Cleanliness

(i) **Main Hall/Dining Hall:**

- | | |
|-------------------|-----------------------------|
| (a) Area : | Sufficient/Insufficient. |
| (b) Floor : | Satisfactory/Unsatisfactory |
| (c) White Wash : | Satisfactory/Needed. |
| (d) Exhaust Fan : | Adequate/Inadequate |

(ii) **Kitchen :**

- | | |
|------------------------------------|-----------------------------|
| (a) Area : | Adequate/Inadequate |
| (b) Floor : | Satisfactory/Unsatisfactory |
| (c) General Cleanliness : | Satisfactory/Unsatisfactory |
| (d) Shelves/Platforms, if any : | Satisfactory/Unsatisfactory |
| (e) Exhaust Fan provided : | Adequate/Inadequate |
| (f) Fly proofing/wire mash fixed : | Yes/No |

(g) Drainage facility

Available/Not available

(iii) **Store-Room :**

General Condition of
Store Room

Provided/Not provided

(a) Clean/Unclean

(b) Stores properly arranged/Not properly
Arranged.

(c) Exhaust fans provided/Not provided

(iv) **Furniture :**

Satisfactory/Unsatisfactory.

** In case the condition is found "Unsatisfactory" details/nature of deficiency/defect may be specified.

- | | |
|---|------------------|
| 1. (a) Personnel hygiene of employees : | Nails trimmed |
| | Hair Cut |
| | Shave |
| | Cleanliness |
| | Any Skin Disease |
| (b) Required vaccination of Cook/ Bearers | Done/Not done |
| (c) Regular Medical Examination : | Yes/No |

(Medical fitness certificate in respect of each Cook/Bearer etc. be seen by the IO.)

- | | |
|---|--------------------------------|
| 2. Whether the employees were
in proper uniforms | Yes/No |
| 3. (a) Quality of Crockery | Satisfactory/Needs replacement |
| (b) Drill for cleaning crockery | Satisfactory/Unsatisfactory |
| 4. Use of detergent/ | Yes/No (indicate periodicity) |
| 5. (i) Suggestion/Complaint Book kept | Yes/No |
| (List of recorded complaints and action taken thereon by the MC be enclosed separately with the Report) | |
| (ii) Sanitary Diary-cum/Inspection Register : | Available/Not available |

- | | |
|---|---|
| 6. Separate Ladies Room/Cabin provided : | Yes/No |
| 7. Display of Menu with rates | Yes/No |
| 8. Rates | Reasonable/Unreasonable |
| 9. When the rates were last fixed | |
| 10. Quality of eatables/beverages | Satisfactory/Unsatisfactory.
(detailed observations on this aspect be appended by the 10 with the report.) |
| 11. Whether the norms for usage of materials - quality wise and quantity wise are in relation to the selling price. | |
| 12. Opinion about Customer's satisfactions : | _____. |
| 13. Drinking Water facility provided | Yes/No. |
| 14. First-aid box for Canteen employees provided | Yes/No |
| 15. Fire Safety measures provided | Yes/No |
| 16. Type of Fuel used in the Canteen | LPG/K.Oil/ Firewood and Coal |
| COMPLETION OF ACCOUNTS BOOK : | |
| 17. Cash Book: | (i) Complete upto _____date
(ii) Authenticated Yes/No |
| 18. Ledger : | Complete upto _____date |
| 19. Stock Register (Raw materials) : | Complete upto _____date |
| 20. Stock Register (Furniture/Crockery etc.) : | Complete upto _____date |
| 21. Preparation Register : | Complete upto _____date |
| 22. Sales Register : | Complete upto _____date |
| 23. (a) Monthly Accounts being prepared : | |
| (b) Annual Accounts completed upto : | |
| (c) Whether submitted to Integrated Finance : | Yes/No. |
| 24. Cash in hand : | |
| 25. Cash in Bank Account : | |
| 26. Attendance Register complete upto : | |
| 27. Month sales | Cash :
Credit : |
| 28. Discipline and Service : | |
| (a) General level of discipline during the serving staff/bearers | |
| (b) Any complaints of misbehaviour etc. received | Yes/No (Give details) |
| (c) Any pending disciplinary action | |
| (i) Nature of Charge | |
| (ii) Matter pending since when | |
| 29. General Observations by the Inspecting Officer :— | |

Place :

Signature of the Inspecting Official

Date :

**ANNUAL FEED BACK REPORT ON THE FUNCTIONING OF DEPARTMENTAL
CANTEENS (DUE BY 30TH JUNE)**

MINISTRY OF/DEPARTMENT OF _____
(TO BE FILLED BY THE CONCERNED MINISTRY/DEPARTMENT ONLY)

No. of Canteens/Tiffin Rooms functioning under The Ministry/Department including Subordinate/ Attached Offices Deptl. Tiffin/ Canteens Rooms	Intervals at which Canteens were inspected by the Managing Committees (Monthly/ Quarterly/ Half yearly/ Yearly)	Whether any additional noticed inspections were carried out by independent Teams of officers and staff representatives as per O.M.No 3/1/99-Dir.(C) dated. 31.3.99	Nature of deficiencies initiatives, during the inspections and action taken by the offices to rectify them (Brief details only)	Suggestions, if any, for additional in the nature of policy, considered necessary to be taken by DOP&T	
(1)	(2)	(3)	(4)	(5)	(6)

Signature of Controlling Officer
of Ministry/Department (with seal)

No.15/3/92-Dir.(C)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING

New Delhi, Dated, the 2nd May, 2000

OFFICE MEMORANDUM

Subject : Non-statutory Departmental Canteens/ Tiffin Rooms located in Central Government Offices - Improvement in the functioning of Canteens - Matter regarding.

On the subject cited above, the undersigned is directed to say that the matter relating to improvement in the functioning of non-statutory Canteens/Tiffin Rooms located in Central Government Offices came up for discussion in the 54th Departmental Council (JCM) meeting held on 30.6.99 and 1.7. 99 and in the subsequent meeting held on 14.2.2000 in the room of AS(Pension) to look into the grievances of Canteen employees where staff side representatives led by Shri G. L. Dhar. Secretary Staff Side (JCM) were present. In these meetings, the staff side submitted/ demanded as under :—

- (i) Revival of grant-in-aid to the Canteens/Tiffin Rooms for initial purchases/Replacement of equipment, crockery etc.;
 - (ii) For making arrangements to serve tea, snacks etc. to the employees in the office rooms itself so as to ensure presence of employees in their seats;
 - (iii) Canteens should remain open till normal office hours on all working days and beyond normal office hours during Parliament Sessions and make available tea/snacks in the late afternoon/evening to the users;
 - (iv) Managing Committees of the Canteens should have Union-wise representation of the staff side so that the difficulties faced by the staff could be taken into account while managing the affairs of the Canteens;
 - (v) Coffee/Tea Board branches, since closed, be reopened so that employees who like Coffee/quality tea may be benefitted;
 - (vi) The Departments are not making recruitments in their Canteens inspite of the ban imposed since 1-10-91 being lifted. As such the Departments may be asked to expedite filling of vacancies in their Canteens so that functioning in the Canteens could be improved.
2. After prolonged discussions it was decided that:
- (i) As it has not been found possible to revive the grants-in-aid for initial purchases and replacement of equipment, crockery, etc., Canteen Managing Committees may take necessary steps in consultation with staff side (employees associations) to generate adequate profits for utilisation towards replenishing of equipment, crockery, etc. and other sundry expenses.
 - (ii) In most of the Canteens, the system of providing tea, snacks, lunch etc. to the employees in their seats is already in existence as a Bearer from the Canteen goes to sections twice a day with tea and snacks. The lunch etc. is also provided to the employees after placing an order with the Canteen. However, where this system is not in existence, Ministries/Departments are requested to bring in this type of service in their Canteens also.
 - (iii) All the Ministries/Departments are requested to ensure that their Canteens remain open during normal office hours on working days and beyond normal office hours during Parliament Sessions. They may ensure that tea and snacks are available in the late afternoon/evening also. It is also suggested that Canteens should keep sufficient stock of non-perishable items like bread, butter, eggs, cakes, patties, etc. so that in the absence of other freshly prepared snack items, these could be served. Arrangements may also be made to provide Tomato Soup and Vegetable/Fruit Juice in the Canteen so that those aspiring for these items may get the same under hygienic conditions at much cheaper rates than those prevailing in the open market.

- (iv) As per the existing pattern (Chapter VI of the Green Book and this Department's O.M. No. 15/3/92-Dir.(C) dated 22-2-93), a Managing Committee is to comprise of 7 (8 in the case of 'A' and above type of Canteens) members including Chairman and 2 (3 in the case of A' and above type of Canteens) staff side members. The staff side members are to be recommended by the staff side of the Council (JCM) if any functioning in that Department or by the recognised service Association of the employees. Ministries/Departments have no role in recommending/nominating the staff side members as it is the prerogative of the staff side. It has also been decided that the "Official Member" in the Managing Committee, who hitherto used to be of the rank of Section Officer/Major or above, be replaced by the "Manager" of the Canteen. Any suitable Canteen employee (other than the Manager) may be nominated by the Chairman to represent the interests of Canteen workers.
- (v) The branches of the Coffee Board, which were functioning to provide Coffee etc. in many Ministries, have since been closed. This Department had no role in the closure of these branches as the Coffee Board was not under its control. However it is learnt that after closure of "Coffee Board Branches", ex-employees of these branches have formed a Cooperative Society for providing Coffee etc. on the earlier pattern. Therefore those Ministries/ Departments who have a demand for Coffee from their employees, may like to consider to have such outlet in their offices in consultation with the Ministry of Commerce/Cooperative Society so that the demand of employees for such Coffee could be met.
- (vi) The general ban on recruitment in Canteens, which was in force since 1-10-91, had been lifted vide this Department's O.M. No. 3/1/92-Dir.(C) dated 22-6-98. The functioning of Canteens and its manpower requirements are directly controlled by the Departments/offices under whom the Canteens are functioning. Department of Personnel & Training is only a nodal agency for making policy initiatives on related issues and providing guidance to the Departments in the matter. As such it is for the Departments to make recruitment in the Canteens/fill up existing vacancies in their Canteens as per Recruitment Rules for the Canteen posts. In this connection, it may be pointed out that this Department had issued a set of Model Recruitment Rules for the Canteen employees in the year 1995, on the basis of which Departments were to notify Recruitment Rules for their Canteen employees. All the Ministries/Departments are again requested to expedite framing of Recruitment Rules for their Canteen staff so that existing vacancies in the Canteens could be filled up by them. This work need to be attended to on MOST IMMEDIATE BASIS so that Canteen could provide satisfactory service to the users.

3. It may also be added that with the objective of getting better performance from the Canteens, this Department have issued a detailed set of guidelines vide O.M. No. 3/1/99-Dir. (C) dated 31-3-99. Ministries/Departments are requested to adhere to these guidelines for efficient and effective running of their Canteens.

4. All the Ministries/Departments are requested to note the decisions and instruct their Canteen's/Tiffin Room's Managing Committee for taking necessary action accordingly.

Sd/-
(J.S.BHATIA)

Under Secretary (W)/Director (Canteens)

To

All Ministries/Departments of the Government of India (as per standard list). For kind attention of Directors/ Deputy Secretaries in charge of Administration/Establishment Division. The above contents may be duly brought to the notice of the Managing Committees constituted by them for compliance.

No. 3/10/90-Dir. (C)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING.

Room No. 361/3rd Floor
Loknaya Bhawan,
Khan Market,
New Delhi-110003.

Dated, the 24th November, 1999

OFFICE MEMORANDUM

Subject : Maintenance of Accounts Books and procedures for Inventory control in Canteens.

Attention of the Ministries/Departments and particularly of the Managing Committees of the Departmental Canteens/ Tiffin Rooms is invited to the provisions contained in Chapter IX 'Accounts and Audit' of the 'Administrative instructions on Departmental Canteens in Offices and Industrial Establishments of the Government' (Green Book) wherein maintenance of various Records and Registers has been prescribed. The various Records and Registers prescribed are of utmost importance and it is expected that these would be maintained in their proper form and kept up-to-date. It is only through the accuracy of these Records that the Management of the Canteen has a better and effective control over the working of their Canteens. Based on these records, measures can be initiated in time for bringing about improvements, wherever found necessary.

2. It is, therefore, one of the most important functions/duties of the Managing Committees and the Managers of the Canteens/Tiffin Rooms to see and ensure that all the prescribed Accounts Records are accurately and properly maintained and are kept up-to-date, authenticated and vetted by the Competent Authority. Also whenever the Internal Audit of the Departmental Canteen/Tiffin Room is to be conducted by the Departmentalised Accounts Organisation, the Managing Committees must invariably produce the prescribed Registers and Books maintained by their Canteens. Non-maintenance/improper or incorrect maintenance of the prescribed Records would undoubtedly give a distorted picture of Accounts leading to an uncontrollable situation which may be commented upon adversely in Audit. Also the financial position of the Canteens, which are to run on a 'No Profit No Loss basis', will be difficult to retrieve in the absence of proper Accounts. On the other hand, proper maintenance of the Accounts will enable the Managing Committees/Departments to take corrective measures timely.

3. During the course of inspection of some Canteens by Officers of this Department, it has been observed that the aforesaid Books and Records are either not being maintained in many Canteens/Tiffin Rooms or where they are maintained, these are not being written in a correct and accurate manner, entries are not recorded up-to-date and Cash-Books are not written daily and authenticated. Consequently, a need has been felt to reiterate the existing instructions(Chapter IX-Green Book) and also to lay stress on the need to ensure maintenance of the prescribed Records/Registers in a uniform pattern by all Departmental Canteens/Tiffin Rooms.

4. Various Books and Registers that are required to be maintained have been indicated in Chapter IX of the Green Book and are again listed below :—

- (i) Cash-Book
- (ii) Ledger
- (iii) Stock-Register (for Expendable Items, Coupon-Books, Crockery, Empty Containers etc.)
- (iv) Dead-stock-Register
- (v) Preparation Register (to show eatables produced)
- (vi) Sales-Register
- (vii) Attendance-Register
- (viii) Sales-Register (Work-Sheet)

- (ix) Coupon Sales-Register
- (x) Salary-Register
- (xi) Bill-Register (for Sales on Credit)
- (xii) Kitchen-Register (if a number of Canteens are grouped together for Kitchen functions)
- (xiii) Journal (if number of daily transactions of Credit Sales and Credit Purchases exceeds Five)
- (xiv) Monthly Accounts (Trial Balance, Trading Account and Profit and Loss Accounts)
- (xv) Annual Accounts as explained in para 9.1 of Green Book.

Notes:—

- (a) The Monthly Accounts should comprise of Trial Balance, Trading Account and Profit & Loss Account. The Monthly Profit and Loss Account may be drawn without taking into consideration the adjustments such as Depreciation on Assets purchased from Canteen Fund, Prepaid Expenses, Outstanding Expenses, Interest etc. This would reveal the trend of profit or loss incurred from time to time.
- (b) The list of Books/Registers given as above is illustrative and not exhaustive and more Subsidiary Books/Registers could be maintained by the Canteens, if need be, for efficient functioning. The Formats can be decided locally and got approved by the Managing Committee.

5. Another issue which has been engaging the attention of this Department for some time is the deviation from the procedure established for Issue and Receipt of Stores in the Canteen/Tiffin Room. This ultimately results in wastages, losses and pilferages. In order, therefore, to keep proper check and control in the matter it is impressed upon all the Canteens/Tiffin Rooms to follow the undermentioned procedure:—

- (a) Receipt of Stores: All materials received shall be examined, counted, measured, or weighed as the case may be, when delivery is taken, and they should be taken on charge by a responsible person who shall see that the quantities are correct, their quality is good and they are according to approved specification (where prescribed) and a Certificate recorded to that effect. The person receiving the Stores shall also be required to give a Certificate that he has actually received the Material and record them in the appropriate Stock-Register. For Inventory Control and Physical Verification of the Stores, the provisions contained in General Financial Rules, as applicable to Government Offices, may be followed in principle.
- (b) Issue of Stores: When Materials are issued from Stock for use, manufacture. Sales etc. the Store Keeper or any other person working as Store Keeper shall see that an Indent in the prescribed form (may be prescribed by the Managing Committee as per the requirements/needs) has been made by a duly authorised person, and examine it carefully with reference to the orders or instructions for the issue of Stores and release the Stores.

6. In view of the emphasis given to maintaining Accounts Reports properly and controlling Inventory/Stock, an attempt has been made to illustrate, through the Annexures to this O.M., as to how data pertaining to a day's transactions (assumed here) of a Canteen will get reflected in the different Books and Registers. It is expected that the Illustration given herein will adequately reflect the step by step actions to be taken by the Accountants/Store keepers/Managers etc. It is requested that the Forms/Formats as used in the Illustration may be adopted for casting of the Canteens/Tiffin Rooms Accounts from the financial year 2000-2001. It is also requested the Illustrations may be gone through in detail so that no difficulty is experienced in compliance.

7. The above instructions may be strictly followed by all concerned.

8. This issues with the concurrence of Controller of Accounts, Ministry of Personnel, Public Grievances and Pensions and Controller General of Accounts, Ministry of Finance, Department of Expenditure.

9. Hindi version will follow.

Sd/
(S. T. RAJAN)
Director (Canteen)
TELE: 4625818 FAX: 4646961

To:—

1. All the Ministries/Departments to the Government of India (as per standard list) (For kind attention of Directors/Deputy Secretaries incharge of Administration/Establishment— Division) The above clarification may be duly brought to the notice of the Managing Committees constituted by them for strict compliance.
2. Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, Khan Market, New Delhi.
3. Ministry of Finance, Department of Expenditure, (E-Coord—1).
4. All the Chief Controllers/Controllers of Accounts in Ministries/Departments of the Government of India.
5. The CGDA, R.K. Puram, New Delhi.
6. Registrar, Supreme Court of India, Tilak Marg, New Delhi.
7. Comptroller & Auditor General of India., Bahadur Shah Zafar Marg, New Delhi.
8. Ministry of Home Affairs, Home Finance Division, North Block, New Delhi.
9. Office of the Joint Secretary (Training) and CAO, Ministry of Defence, C-II Hutments, Dalhausie Road, New Delhi-110011.

ILLUSTRATION

In a 'A' type Departmental Canteen of Ministry of 'X' New Delhi, the following transactions took place on 5.11.97. These are to be recorded in various prescribed records, registers in the manner explained below (Form annexed)

I.	Closing Cash, Bank and stock Balance position as on 4.11.1997	Action to be taken
(A)	(i) Cash Balance : Rs. 5000.00 (ii) Bank Balance : Rs. 10000.00	to be taken as Opening Balance as on 5.11.97 in the Cash Book (Form I)

(B) Raw Material/Ready Goods/Coupon Stock Closing Balance on 04.11.97

S. No.	Items	Quantity	Rate (Rs.) Per kg.	Value (3) x(4) Rs.
(1)	(2)	(3)	(4)	(5)
01.	Sugar	10kg.	15.50 per kg.	155.00
02.	Tea (Red Lable)	1Kg.	160.00 Per Kg.	160.00
03.	Tea (Green Lable)	2 Kg.	268.00 Per Kg.	536.00
04.	Maida	5 Kg.	8.00 Per Kg.	40.00
05.	Ghee (Vanaspati)	5 Kg.	43.00 Per Kg.	215.00
06.	Potato	5 Kg.	8.00 Per Kg.	40.00
07.	Rice	10 Kg.	8.00 Per Kg.	80.00
08.	Besan	5 Kg.	18.00 Per Kg.	90.00
09.	Dal (Channa)	5 Kg.	15.00 Per Kg.	75.00
10.	Dal (Urd)	5 Kg.	22.00 Per Kg.	110.00
11.	Dal (Arhar)	5 Kg.	26.00 Per Kg.	130.00
12.	Onion	5 Kg.	6.00 Per Kg.	30.00
13.	Campa Cola	4 Crates	168.00 per	672.00
14.	Limca	2 Crates	168.00 Crate	336.00
15.	Biscuits	30 Packets	3.70 per Packet	111.00
16.	Milk	Nil	Nil	Nil
17.	Patties	Nil	—	—
			Total	2780.00

Note :-

All these items should appear in col. (2), (3) and (4) in Consumable Items Stock Register (Form No.4) on respective pages/folios as Balance Brought Forward (CB) and the value of Raw Material in stock should be available (both opening Balance and Closing Balance) for each Day/Month/Year in the Raw Material/consumable Items Stock Register for preparation of Monthly/Annual Accounts.

(C) Balance Coupon Stock on 04.11.97

Denomination	Serial No.	Total
	From	To
.25 P.	1	5000
.50 P.	1	4500
.75 P.	1	4000
1.00 Rs.	1	5000

Note:-

To be noted in coupon Stock Register (Form No. 10)

II. Activities on 5. 11.97

(A). Following items were purchased on Cash basis for Preparation/Sale.

(Purchases are to be done from Coop. Stores/Super Bazar Kendriya Bhandar etc. as per orders/instructions in this regard.

S. No.	Items	Quantity	Rate (Rs.) Per kg.	Amount Rs. [(3) x(4)]
(1)	(2)	(3)	(4)	(5)
01.	Khoya	10 Kg.	60.00 Per Kg.	600.00
02.	Sugar	25 kg.	15.50 per kg.	388.00
03.	Tea (Red Lable)	1Kg.	160.00 Per Kg.	160.00
04.	Tea (Green Lable)	2 Kg.	268.00 Per Kg.	536.00
05.	Maida	5 Kg.	8.00 Per Kg.	40.00
06.	Ghee (Vanaspati)	5 Kg.	43.00 Per Kg.	215.00
07.	Potato	20 Kg.	8.00 Per Kg.	160.00
08.	Rice	10 Kg.	8.00 Per Kg.	80.00
09.	Besan	5 Kg.	18.00 Per Kg.	90.00
10.	Dal (Channa)	5 Kg.	15.00 Per Kg.	75.00
11.	Dal (Urd)	5 Kg.	22.00 Per Kg.	110.00
12.	Dal (Arhar)	5 Kg.	26.00 Per Kg.	130.00
13.	Onion	5 Kg.	6.00 Per Kg.	30.00
14.	Campa Cola	4 Crates	168.00 per Crate	672.00
15.	Limca	2 Crates	168.00 Per Crate	336.00
16.	Biscuits	30 Packets	3.70 per Packet	111.00
17.	Milk	36Ltr.	11.00 Per Ltr.	396.00
18.	Patties	30 Pieces	3.00 Per Piece	90.00
			Total	4219.00

Immediately on purchase the entries are to be made as under :

Stock Register

To be noted in Raw Meterial/Consumable Items Stock Register (Form No.4) in respective folios (Col.No. 5,6,7 &8)

Cash Book

Entry to be made in Cash Book (form No. 1) on payment side and corresponding Debit entry in the 'Purchase A/c' in the Ledger (Form No.2).

Bill/Cash Memo-wise details for above items (Voucher No. 15)

(a)	C. M. No. 1 dated 5.11.97	Rs. 600.00 (Item No. 1)
(b)	C. M. No. 15 dated 5.11.97	Rs. 190.00 (Item No. 7 & 13)
(c)	C. M. No. 14 dated 5.11.97	Rs. 1008.00 (Item No. 14 & 15)
(d)	C. M. No. 40 dated 5.11.97	Rs. 396.00 (Item No. 17)
(e)	C. M. No. 55 dated 5.11.97	Rs. 90.00 (Item No. 18)
(f)	C. M. No. 18 dated 5.11.97	Rs. 1935.00 (Item No. 2 to 6, 8 to 12 & 16)
Total		<u>4219.00</u>

(B) Stock Issued on 5.11.97 Preparation/Sale

S. No.	Items	Quantity	Rate (Rs.) Per kg.	Value (3) x (4) Rs.
(1)	(2)	(3)	(4)	(5)
01.	Khoya	10.000 Kg.	60.00 Per Kg.	600.00
02.	Sugar	24.000 kg.	15.50 per kg.	372.00
03.	Tea (Red Lable)	.300Kg.	160.00 Per Kg.	48.00
04.	Tea (Green Lable)	1.500 Kg.	268.00 Per Kg.	402.00
05.	Maida	3.000 Kg.	8.00 Per Kg.	24.00
06.	Ghee (Vanaspati)	4.000 Kg.	43.00 Per Kg.	172.00
07.	Potato	15.000 Kg.	8.00 Per Kg.	120.00
08.	Rice	4.000 Kg.	8.00 Per Kg.	32.00
09.	Besan	.500 Kg.	18.00 Per Kg.	9.00
10.	Dal (Channa)	.250 Kg.	15.00 Per Kg.	4.00
11.	Dal (Urd)	1.000 Kg.	22.00 Per Kg.	22.00
12.	Dal (Arhar)	2.500 Kg.	26.00 Per Kg.	65.00
13.	Onion	.500 Kg.	6.00 Per Kg.	3.00
14.	Campa Cola	4 Crates	168.00 per Crate	672.00
15.	Limca	2 Crates	168.00 Per Crate	336.00
16.	Biscuits	30 Packets	3.70 per Packet	111.00
17.	Milk	36 Ltr.	11.00 Per Ltr.	396.00
18.	Patties	30 Pieces	3.00 Per Piece	90.00
			Total	3478.00

Notes :-

- (1) For arriving at the rate and Value of Material issued, the Average Rate worked out for the total quantity (Opening Balance plus fresh Purchase) and its total value may be adopted.
- (2) Issues are to be noted in Stock Register for the Raw Material/Consumable Item (Form No.4) in Column provided (Col. No. 12,13 and 14)
- (3) To be noted in Kitchen Register by Kitchen Clerk in Form No. 5 (Quantity received)
- (4) Approved Indent/Signature in token of Issue/Receipt of Material to be obtained from Kitchen/Counter Clerk as the case may be (Form No. 12 for Indent)
- (5) Ready Items issued from stores to be taken in Daily Sale Register as Quantity Received'' for sale on the basis of Items indented and received.
- (6) Items issued are to be struck of charge in the Consumable Stock Register and taken on charge in the kitchen/ Daily Sale Register.

(C) On the basis of 'Raw Material issued' as shown in Stock Register (Form No. 4) and Kitchen Register (Form No. 5) the under mentioned Raw Material was used and items prepared therefrom are shown below :-

S. No.	Items	Quantity of Raw Material used	S. No.	Items Prepared	Quantity Prepared
(1)	(2)	(3)	(1)	(2)	(3)
01.	Khoya	10.000 Kg.	01.	Khoya Burfi	450 Pieces
02.	Sugar	24.000 kg.	02.	Tea Cups (R/L)	300 Cups
03.	Tea (Red Lable)	.300Kg.	03.	Tea Cups (Gr/L)	1500 Cups
04.	Tea (Green Lable)	1.500 Kg.	04.	Samosa	350 Pieces
05.	Maida	3.000 Kg.	05.	Dosa	50 Pieces
06.	Ghee (Vanaspati)	4.000 Kg.	06.	Idli	40 Plates.
07.	Potato	15.000 Kg.			
08.	Rice	4.000 Kg.			
09.	Besan	.500 Kg.			
10.	Dal (Channa)	.250 Kg.			
11.	Dal (Urd)	1.000 Kg.			
12.	Dal (Arhar)	2.500 Kg.			
13.	Onion	.500 Kg.			
14.	Milk	36 Ltr.			

Note:-

(1) To be shown in Kitchen Register (Form No. 5)

(2) Kitchen Clerk to Prepare a "Preparation Register/Production Register" (Form No. 6) indicating consumption of Raw Material, item wise, for each item prepared during the day.

(D) On the basis of items prepared in kitchen as shown in Kitchen Register (Form No. 5) and Ready for sale Items received direct from the Stores (on Indent Form No. 12)

S. No.	Items	Quantity Prepared/Received	Quantity sold		Rate Rs. Per	Balance Qty.
(1)	(2)	(3)	Cash	Credit	(6)	(7)
(a) Item received from Kitchen						
01.	Khoya Burfi	450 Pieces	400	50	1.50	—
02.	Tea Cups (R/L)	300 Cups	230	70	0.75	—
03.	Tea Cups (Gr/L)	1500 Cups	1000	500	1.50	—
04.	Samosa	350 Pieces	300	50	0.75	—
05.	Dosa	50 Pieces	50	10	4.50	—
06.	Idli	40 Plates	35	5	2.00	—

(b) Items (Ready) received direct from stores

(1)	(2)	(3)	(4)	(5)	(6)	(7)
01.	Campa Cola	96 Bottles	76	20	8.00	—
02.	Limca	48 Bottles	28	20	8.00	—
03.	Biscuits	30 Packets	25	5	4.00	—
04.	Patties	30 pieces	20	10	3.50	—

Notes :—

- (1) Daily Sale Register (for Cash/Credit Sale) to be prepared in Form No. 8 for ascertaining item wise amount of Daily Total sale.
- (2) Balance unsold/issued items to be returned to Store after indicating the same in form No. 12 for necessary action by Store Keeper/Clerk.
- (3) Seperate register in Form No. 9 to be kept/maintained for keeping Ministry/Officer wise account of Credit Sale (Debtors Control Register). Similar Register should be maintained for Credit Purchases (Creditors Control Register)
- (4) On the basis of information available in form No. 9 (or Debtors/Creditors Control Register) Accountant/Store Keeper/Clerk to prepare & Journal vouchar (JV) Daily/Weekly/Monthly to be locally decided by the Managing Committees (JV Form No. 7) for posting the Journal Voucher in the Ledger (Form No. 2) the Credit Sale amount by Debit to Sundry Debtors (Credit Sale A/c) and Credit to "Sale A/c".
- (5) On receipt of payment against 'Credit Sales' the same should be entered in cash Book on the receipt side (Form No.1) and from Cash Book to be posted in Ledger (Form No. 2) in Sundry Debtors (Credit Sale Account) The details are to be noted in Credit Sale Register also (Form No. 9).

(E) Coupons with following number and denominations were issued on 05-11-1997

Sl.No.	Denomination	From	To	Total Number
1	2	3	4	5
01.	.25 P	1	1000	1000
02.	.50 P	1	2000	2000
03.	.75 P	1	2000	2000
04.	1.00 Rs.	1	1000	1000

Notes:—

- (1) To be noted in Coupon Stock Register (Form No. 10)
- (2) To be noted in Coupon Sale Register (as Coupon received) by
Coupon Clerk (Form No. 11)

(F) Coupons Sold as on 05.11.97

Sl.No.	Denomination	From	To	Total Number	Amount Rs.
1	2	3	4	5	6
01.	.25P	1	500	500	125.00
02.	.50	1	634	634	317.00
03.	.75 P	1	1000	1000	750.00
04.	1.00 Rs.	1	800	800	800.00
				Total	1992.00

Notes:—

- (1) The Cash to be deposited with Cashier/Manager against proper receipt.
- (2) Cashier/Accountant/Manager should immediately note the amount in Cash Book Receipt Side.
- (3) The entry in the Cash Book to be recorded on 'Receipt Side' being the amount received for Cash Sale and in Ledger (Form No. 2) the amount to be credited to 'Sale' A/c.

CASH BOOK

(WITH CASH AND BANK COLUMN)

(Form No.1)

RECEIPTS						PAYMENTS							
Date	Particulars	Vr. No.	Ledger Folio No.	Cash Rs.	Bank Rs.	Total Rs.	Date	Particulars	Vr. No.	Ledger Folio No.	Cash Rs.	Bank Rs.	Total Rs.
5-11-97	Balance B/F			5000.00	10000.00	15000.00	5-11-97	By "Purchase A/c Amount paid for cash purchase of Raw material/Goods as per following details :- (a) Cash Memo No. 1 dt. 5-11-97 Rs.600.00 (b) Cash Memo No. 15 dt. 5-11-97 Rs. 190.00 (c) Cash Memo No. 14 dt. 5-11-97 Rs. 1008.00 (d) Cash Memo No. 40 dt. 5-11-97 Rs. 396.00 (e) Cash Memo No. 55 dt. 5-11-97 Rs. 90.00 (f) Cash Memo No. 18 dt. 5-11-97 Rs. 1935.00 4219.00	15	1		4219.00	4219.00
	Total			6992.00	10000.00	16992.00		Balance C/O			2773.00	10000.00	12773.00
5-11-97	Balance B/F			2773.00	10000.00	12773.00		Total			6992.00	10000.00	16992.00

Notes :—

- (1) The Cash Book must be authenticated by the Hony. Secretary endorsing the following Certificate on the first page. "Certified that Cash Book Serial Number has been opened on and it contains..... Pages". Further certified that Cash & Bank Balance have been correctly Brought Forward from the previous Cash Book (Serial No.....).
- (2) All the pages in the Cash Book must be Machine Numbered.
- (3) The Cash Book should be written and closed daily. The Cash in Hand Balance must tally with the Cash Balance as per Balance as per Cash Book. Where Bank Balance as per Cash Book and Pass Book differs. Bank Reconciliation Statement is to be prepared monthly on close of every Month and approved by Hony. Secretary.
- (4) The Cash Book should be checked and signed by the Competent Authority daily.
- (5) Over writing and erasing are forbidden in the Cash Book. If a mistake is discovered it should be corrected by drawing the Pen through the incorrect entry and inserting correct entry in Red INK between the lines.
- (6) Entries/Transaction of Sales/Purchases etc. "On credit" should not be entered in Cash Book. Only Cash Transaction should be entered.
- (7) Separate Cash Book will be maintained for each Financial Year.

LEDGER

Name of Account:

(Form No. 2)

Folio No.....

Date	Particulars	Vr.No.	C. B. Folio No.	Debits (Dr.) Rs.	Credit (Cr.) Rs.	Balance Dr./Cr. Rs.
5.11.97	"Purchase A/c" To Amount Paid for Cash Purchase of Raw Material	15		4219.00		Folio No. 1 4219.00 Dr.
5.11.97	"SALES A/C" By Sale of Goods in Cash By Sale in Credit	J.V.No. 4			1992.00	Folio No. 2 3337.00 Cr.
5.11.97	"SUNDRY DEBTORS/CREDIT SALES A/C" To Credit Sale	J.V.No. 4		1345.00		Folio No. 3 1345.00 Dr.

Note :— Separate folio may be opened for each Account.

DEAD STOCK ITEMS REGISTER

Form No. 3

NAME OF ARTICLE/ITEM PAGE No.

Date/ Year of Account	Balance Brought Forward	Receipts/Purchases during the Year					Issue/Disposals, if any, during the year					Re- marks							
		Date of Purchase Bill No.	CMNo./ No. of Items/ articles	Rate Rs.	Amount For Whose Use	Total Qty. Col. (2+5)	Sig- nature of In- charge	No. of Articles/ items	Why and dispo- sed Tempy. Issue/ Scale/ Dispo- sal	Sale Price if any	When credited to Canteen Fund		Date of orig- inal Pur- chase	Orig- inal Price	If Wri- ten off No. & date of order	Balance Sig- nature of In- charge (9-11)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Notes :- (1) Separate Page/Folio may be allotted for each Item of Stock/Store. The Dead Stock Items purchased and issued/disposed off may be accordingly shown on respective pages.
 (2) Issue means : issued for temporary use in the Canteen to one of the Canteen employees against proper Receipt. When an item is shown issued it still remains the property of the Canteen.
 (3) Disposed means when an item of property is finally disposed off by Sale or Auction or is written off.
 (4) A separate Register for Crockery Stock may be maintained in the above Form by suitably modifying the Columns (with the approval of Managing Committee) where ever considered necessary.

**RAW MATERIAL/CONSUMABLE ITEMS
STOCK REGISTER**

(Form No. 4)

NAME OF ITEM (S) :

Folio No.

Items	Date	Balance B/F from previous day		Receipts/Purchase		Total (Stock)		Issue		Qty. received	Balance c/o to next day	Initials of I/c	Re-marks						
		Qty.	Rate/Per Unit (Rs.)	Qty.	Rate/Per Unit (Rs.)	Qty.	Rate/Per Unit (Rs.)	Qty.	Rate/Per Unit (Rs.)					Qty.	Rate/Per Unit (Rs.)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Khoya	5.11.97	—	—	CM No. 1 dt. 5.11.97	10 Kg.	60.00	600.00	10 Kg.	60.00	600.00	10 Kg.	60.00	600.00	—	Nil	Same	To		
Sugar	5.11.97	10 Kg.	15.50	CM No. 18 dt. 5.11.97	25 Kg.	15.50	388.00	35 Kg.	15.50	543.00	24 Kg.	15.50	372.00	—	11Kg.	Rate	be		
Tea (R/L)	-do-	1 Kg.	160.00	-do-	1 Kg.	160.00	160.00	2 Kg.	160.00	320.00	300 g.	160.00	48.00	—	1.700 Kg.	as	calcu-		
Tea (G/L)	-do-	2 Kg.	268.00	-do-	2 Kg.	268.00	536.00	4 Kg.	268.00	1072.00	1.5 Kg.	268.00	402.00	—	2.5 Kg.	given	laced		
Maida	-do-	5 Kg.	8.00	-do-	5 Kg.	8.00	40.00	10 Kg.	8.00	80.00	3 Kg.	8.00	24.00	—	7Kg.	in	at the		
Ghee (V/P)	-do-	5 Kg.	43.00	-do-	5 Kg.	43.00	215.00	10 Kg.	43.00	430.00	4 Kg.	43.00	172.00	—	6 Kg.	Col.	Rates		
Potato	-do-	5 Kg.	8.00	CM No. 15 dt. 5.11.97	20 Kg.	8.00	160.00	25 Kg.	8.00	200.00	15 Kg.	8.00	120.00	—	10Kg.	Avail-	able/		
Rice	-do-	10 Kg.	8.00	CM No. 18 dt. 5.11.97	10 Kg.	8.00	80.00	20 Kg.	8.00	160.00	4 Kg.	8.00	32.00	—	16Kg.	noted	in col		
Besan	-do-	5 Kg.	18.00	-do-	5 Kg.	18.00	90.00	10 Kg.	18.00	180.00	500 g.	18.00	9.00	—	9.5Kg.				
Dal (Chana)	-do-	5 Kg.	15.00	-do-	5 Kg.	15.00	75.00	10 Kg.	15.00	150.00	250 g.	15.00	4.00	—	9.75 Kg.				
Dal (Uradi)	-do-	5 Kg.	22.00	-do-	5 Kg.	22.00	110.00	10 Kg.	22.00	220.00	1 Kg.	22.00	22.00	—	9 Kg.				
Dal (Arhar)	-do-	5 Kg.	26.00	-do-	5 Kg.	26.00	130.00	10 Kg.	26.00	260.00	2.5 Kg.	26.00	65.00	—	7.5 Kg.				
Onion	-do-	5 Kg.	6.00	CM No. 15 dt. 5.11.97	5 Kg.	6.00	30.00	10 Kg.	6.00	60.00	500 g.	6.00	3.00	—	9.5 Kg.				
Campocola	-do-	4 crates	168.00	CM No. 14 dt. 5.11.97	4 crates	168.00	672.00	8 crates	168.00	1344.00	4 crates	168.00	672.00	—	4 crates				
Limca	-do-	2 crates	168.00	CM No. 14 dt. 5.11.97	2 crates	168.00	336.00	4 crates	168.00	672.00	2 crates	168.00	336.00	—	2 crates				
Biscuits	-do-	30 pkt.	3.70	CM No. 18 dt. 5.11.97	30 pkt.	3.70	111.00	60 pkt.	3.70	222.00	30 pkt.	3.70	111.00	—	30 pkts				
Milk	-do-	Nil	—	CM No. 40 dt. 5.11.97	36 Ltr.	11.00	396.00	36 Ltr.	11.00	396.00	36 Ltr.	11.00	396.00	—	Nil				
Patties	-do-	Nil	—	CM No. 55 dt. 5.11.97	30 Pcs.	3.00	90.00	30 Pcs.	3.00	90.00	30 Pcs.	3.00	90.00	—	Nil				

Notes :— (1) AA Separate Page/Folio may be opened/allotted for each item.

- (2)* For Rate in Column No. 10 (Total Quantity of Store/Material) the Average Rate worked out on the basis of Rate available in Column 3 (for Opening Balance) and in Column 7 (For Fresh Purchase) may be adopted on the basis of Total Quantity (Column 9) and Total Value (Column 11).
- (3)*** The Rate in Column No. 13 (Issue) and Column No. 17 (Closing Balance) should be the same as worked out and indicated in Column No. 10 (Total Stock Quantity for the particular day). The total of Stock/Material for Issue Column and Closing Balance Column to be calculated at this Rate.
- (4) The Quantity, Rate and Value shown under Closing Balance (Columns 16, 17 & 18) to be carried over to next day (in Columns No. 2, 3 & 4).
- (5) The Value in Column No. 07 of Indent Form (Form No. 12) to be taken from this Register and to be calculated at the Rate worked out and indicated in Column 10/13. This is necessary to know the total cost of Raw Material used and Sale amount received/receivable on each day to ascertain financial position of the Canteen on day to day basis.
- (6) Separate Stock Register to be maintained for Stock of Coupons (see Form No. 10)
- (7) The Qty. of Material issued as per this Register should agree/tally with the Qty. shown in Daily Indent (Form No. 12) and Kitchen Register (Form No. 5)
- (8) Any Item received back by the Store Incharge which is unused/unsold (as indicated in the Indent Form No. 12), that should be taken back in this Register in Col. No. 15 and then Closing Balance of Stock should be arrived at.

**DAILY REGISTER FOR KITCHEN
KITCHEN REGISTER**

Date : 5.11.97

RAW MATERIAL ACCOUNT.....

(Form No. 5)

PAGE No.

ITEM PREPARED.....

S. No.	Raw Material				
	Item Received	Quantity Received	Quantity Used	Unused Balance	(To be returned to Store Incharge)
1	2	3	4	5	
01.	Khoya	10 Kg.	10 Kg.	—	
02.	Sugar	24 Kg.	24 Kg.	—	
03.	Tea (Red Label)	0.300 Kg.	0.300 Kg.	—	
04.	Tea (Green Label)	1.500 Kg.	1.500 Kg.	—	
05.	Maida	3.000 Kg.	3.000 Kg.	—	
06.	Ghee (Vanaspatti)	4 Kg.	4 Kg.	—	
07.	Potato	15 Kg.	15 Kg.	—	
08.	Rice	4 Kg.	4 Kg.	—	
09.	Besan	0.500 Kg.	0.500 Kg.	—	
10.	Dal (Chana)	0.250 Kg.	0.250 Kg.	—	
11.	Dal (Urd)	1 Kg.	1 Kg.	—	
12.	Dal (Arhar)	2.500 Kg.	2.500 Kg.	—	
13.	Onion	0.500 Kg.	0.500 Kg.	—	
14.	Milk	36 Ltr.	36 Ltr.	—	
15.	—	—	—	—	
16.	—	—	—	—	
17.	—	—	—	—	

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Signatures

- (1) Halwai/Kitchen Clerk.....
- (2) Counter Salesman
(in token of receipt of Items
Prepared in Kitchen)
- (3) Manager/Deputy General Manager/
General Manager.....

Note : The quantity of Raw Material received should agree with the quantity shown in Requisition/Indent (Form No. 12 Column 4) and quantity of Raw Material used and returned (Unutilised) should agree with the quantities shown in Daily preparation/Production Register Form No. 6 and Indent Form No. 12 respectively. All these quantities should finally tally with the figures shown in Raw Material Stock Register (Form No. 4).

S. No.	Item prepared	Quantity prepared	Quantity Issued to Counter Salesman
1.	Khoya Burfi	450 Pcs.	450 Pcs.
2.	Tea Cups (R/L)	300 Cups	300 Cups
3.	Tea Cups (G/L)	1500 Cups	1500 Cups
4.	Samosa	350 Pcs.	350 Pcs.
5.	Dosa	50 Pcs.	50 Pcs.
6.	Idli	40 Plates	40 Plates

DAILY PREPARATION/PRODUCTION (FOOD STUFF) REGISTER

(Form No. 6)

PAGENO. _____

Date : 5-11-97

S.No.	Particulars of Items prepared	Consumption of raw material quantity (Kgs)													No. of Items Prepared	Quantity Brought forward	Total (Col. 17+18)	Sold Cash+ Credit)	Wast- age if any	Bala- nce Car- ried over	
		Tea (R/L)	Sugar	Tea (G/L)	Milk (In ltrs)	Maida	Ghee	Potato	Rice	Besan	Dal Chana	Dal Urd	Onion Arhar	Dal							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1.	Khoya Burfi	10	6	—	—	—	—	—	—	—	—	—	—	—	—	450	—	450	450	—	—
2.	Tea Cups (R/L)	—	3	0.300	—	6	—	—	—	—	—	—	—	—	—	300	—	300	300	—	—
3.	Tea Cups (G/L)	—	15	—	1.500	30	—	—	—	—	—	—	—	—	—	1500	—	1500	1500	—	—
4.	Samosa	—	—	—	—	—	3	3	10	—	—	—	—	—	—	350	—	350	350	—	—
5.	Dosa/Idli	—	—	—	—	—	—	1	5	4	0.500	0.250	1	2.500	0.500	50 Dosa 40 Plates Idli	—	50	50	—	—
6.	Vada	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
7.	Gulab Jamun	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
8.	Bread Pakora	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Total		10	24	0.300	1.500	36	3	4	15	4	0.500	0.250	1	2.500	0.500	—	—	—	—	—	—

Signature : (1) _____

(Kitchen Clerk)

(2) _____

(Manager/Dy. General Manager/
General Manager)

NOTE:

- (1) Sufficient space/Columns both Horizontally and Vertically may be provided to cover more/additional items as per requirements of each Canteen.
- (2) The quantity of Raw Material used and quantities prepared therefrom (as shown above) are only illustrative and actual quantities and size of the items prepared would depend upon consumption/Norms specifically laid down.
- (3) Total Raw Material used should agree with the entries as per Stock Registers.
- (4) The quantities shown in Column No. 19 should agree with total quantities shown in Daily Sale Register (Form No.8).

JOURNAL VOUCHER

Date: 5-11-97

Page No.
VOUCHER NO.4

Particulars	Debits Rs.	Credits Rs.
Sundry Debtors (Credit Sales A/C)		
Shri 'X' J.S.	217.00	
Shri 'Y' D.S.	177.00	
Ministry of XYZ	484.00	
Ministry of ABC	467.00	
To Sale A/C		1345.00
Total	1345.00	1345.00

Being the amount due from above parties towards Credit Sale of Refreshment Items.

Documents enclosed.

Prepared by
Accountant/Accounts Clerk

Manager/Deputy General
Manager/General Manager

Note : To be posted in Ledger on respective folios.

Daily Sales Register (Summary for Cash and Credit Sales)

Page No. _____

Date : 5-11-97

S. No.	Particulars/ Items	Quantity received from Store/ kitchen	Rate (Sale Price per item	Quantities sold			Balance if any (Col. 3-7)	Amount received/due		
				Cash	Credit	Total (Col. 5+6)		Cash received Rs. (4x5)	Credit (due) Rs. (4x6)	Total Col. 9+10 or (3x4)
1	2	3	4	5	6	7	8	9	10	11
1.	Khoya Burfi	450	1.50	400	50	450	—	600.00	75.00	675.00
2.	Tea Cups (R/L)	300	0.75	230	70	300	—	173.00	52.00	225.00
3.	Tea Cups (G/L)	1500	1.50	1000	500	1500	—	1500.00	750.00	2250.00
4.	Samosa	350	0.75	300	50	350	—	225.00	38.00	263.00
5.	Dosa	50	4.50	40	10	50	—	180.00	45.00	225.00
6.	Idli	40	2.00	35	5	40	—	70.00	10.00	80.00
7.	Campa Cola	96	8.00	76	20	96	—	608.00	160.00	768.00
8.	Limca	48	8.00	28	20	48	—	224.00	160.00	384.00
9.	Biscuits	30	4.00	25	5	30	—	100.00	20.00	120.00
10.	Patties	30	3.50	20	10	30	—	70.00	35.00	105.00
Total (Sales)								3750.00	1345.00	5095.00

Signatures 1. Counter Clerk/Accounts Clerk

2. Manager/Deputy General Manager/General Manager

Notes :—

1. The items received from Kitchen and store should agree with the quantities shown in Daily Preparation/Production Register for items cooked in Kitchen and Consumable Items Stock Register/Indent Form No. 12 for ready items like Cake, Soft Drinks and Biscuits etc.
2. The balance/unsold quantities to be returned to stores at the end of each day. The unsold items which cannot be preserved may be destroyed with the approval of the Honorary Secretary/Chairman. Wastage to be avoided totally by exercising proper care and planning.
3. More Subsidiary Registers could be opened for Cash Sales if done through more than one Counter, At the end of each day, the Sales from different registers should be totalled and written in this Register.
4. Quantities and amounts due on account of Daily Credit Sales to be noted in this Register from Register for Credit Sales (Form No. 9) at the end of each day.

DAILY CREDIT SALES REGISTER

(Form No. 9)

Date : 5-11-97

Page No. _____

S. No.	Items per Item	Rate	Ministry/Office/Officer wise details for Credit Sale/amount due		Sh. 'X' (J.S.)		Sh. 'Y' (D.S.)		M/o "XYZ"		M/o "ABC"		Deptt. of		Total
			Sh. 'X' (Rs.)	Qty. (Rs.)	Amount (Rs.)	Qty. (Rs.)	Amount (Rs.)	Qty. (Rs.)	Amount (Rs.)	Qty. (Rs.)	Amount (Rs.)	Qty. (Rs.)	Amount (Rs.)	Qty. (Rs.)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1.	Khoya Burfi	1.50	10	15.00	10	15.00	20	30.00	10	15.00	—	—	50	75.00	
2.	Tea Cups (R/L)	0.75	15	11.00	15	11.00	20	15.00	20	15.00	—	—	70	52.00	
3.	Tea Cups (G/L)	1.50	50	75.00	30	45.00	200	300.00	220	330.00	—	—	500	750.00	
4.	Samosa	0.75	10	8.00	10	8.00	20	15.00	10	7.00	—	—	50	38.00	
5.	Dosa	4.50	—	—	2	9.00	4	18.00	4	18.00	—	—	10	45.00	
6.	Idli	2.00	—	—	1	2.00	2	4.00	2	4.00	—	—	5	10.00	
7.	Campa Cola	8.00	7	56.00	5	40.00	4	32.00	4	32.00	—	—	20	160.00	
8.	Limca	8.00	5	40.00	4	32.00	7	56.00	4	32.00	—	—	20	160.00	
9.	Biscuits	4.00	3	12.00	2	8.00	—	—	—	—	—	—	5	20.00	
10.	Patties	3.50	—	—	2	7.00	4	14.00	4	14.00	—	—	10	35.00	
(a) Total (Amount due)				217.00		177.00		484.00		467.00				1345.00 (A)	

(b)	Progressive amount due up to previous day.	Months to which pertain		Months to which pertain		Months to which pertain		(B)
		—	—	—	—	—	—	
(c)	Total (a) + (b)	217.00	177.00	484.00	467.00			1345.00
(d)	Amount received to day (Cheque No. & date to be given)	—	—	—	—			— (C)
(e)	Balance still due (Co. c-d) C/O to next day.	217.00	177.00	484.00	467.00			1345.00 (D)

(Posted in Ledger vide J.V. No. 4 dt. 5-11-97) Signatures. Manager/Deputy General Manager/General Manager

(Cont. Form No. 9)

NOTES:

- (1) A. Total amount of Credit Sales for the day to be posted in Ledger (Form No. 2) by means of a Journal Voucher (Form No. 7) by Debit to "Sundry Debtors (Credit Sales A/C)" and Credit to "Sales A/C".
- (2) B. Represents total amount due from all Parties up to the end of Previous day. This amount should also agree with the Net Balance as per Ledger under the "Sundry Debtors A/C" on that day.
- (3) C. Represents amount received on the day towards Credit Sales done in the past. This total amount to be recorded in Cash Book (Form No. 1) on Receipt side and in the Ledger by Credit to "Sundry Debtors A/C".
- (4) D. Represents total amount due at the end of each day. This should agree with the Net Balance in Ledger under "Sundry Debtors A/C" after including all posting done through Cash Book and Journal Voucher.
- (5) Separate record may be kept for keeping record of Bill Nos. through which demands are raised by the Canteen.
- (6) Details of Cheque No. & Date may be given in Brackets below the amounts concerned as and when these are received from Debtors concerned.
- (7) Sufficient space/Columns may be provided to accommodate all Debtors/Parties for each day.

COUPON STOCK REGISTER

(Form No. 10)

DENOMINATION: — 0.25P/O.50P/O.75P/Re.1.00

Page No. _____

Date	OB/Balance B/F (Colour)		Stock received (Colour)		Particulars	Bill and Date	Total stock (4+7)	Issued (Colour)		Signature of Recipient	Balance (Colour)		Remarks/Initial of Incharge					
	From	To	From	To				From	To		From	To						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
5-11-97	0001	5000	5000	0.25P	—	—	—	—	—	—	1	1000	1000	—	1001	5000	4000	—
	0001	4500	4500	0.50P	—	—	—	—	—	—	1	2000	2000	—	2001	4500	2500	—
	0001	4000	4000	0.75P	—	—	—	—	—	—	1	2000	2000	—	2001	4000	2000	—
	0001	5000	5000	Re. 1.00	—	—	—	—	—	—	1	1000	1000	—	1001	5000	4000	—

NOTES:—

(1) *Seprate Folio may be given to each type denomination Coupon.

(2) Coupon of different denomination must be in different Colour and the same is to be clearly mentioned in the Stock Register. While placing order the printer is to be directed to clearly mention the details of colours in his Bill.

COUPON SALE REGISTER

Date: 5-11-97

(Form No. 11)
Page No. _____

S.No.	Denominations (Colour)	Stock Received			Sold on 5-11-97			Balance Stock		Amount Collected	
		From	To	Total No.	From	To	Total No.	To	Total No.		
1	2	3	4	5	6	7	8	9	10	11	12
1.	0.25P.	1	1000	1000	1	500	500	501	1000	500	125.00
2.	0.50P.	1	2000	2000	1	634	634	635	2000	1366	317.00
3.	0.75P.	1	2000	2000	1	1000	1000	1001	2000	1000	750.00
4.	Re.1.00	1	1000	1000	1	800	800	801	1000	200	800.00
5.	Rs.1.50	—	—	—	—	—	—	—	—	—	—
Total										1992.00	

₹

(Rs. one thousand nine hundred and ninety two only)

Signature :

(1) _____

(Coupon Clerk)

Checked :

(and above amount (2) _____

(Manager)

Notes :-

(1) The Cash to be deposited daily with the Manager and Receipt/Signature obtained on this Register.

(2) This amount to be posted in the Cash Book (Form No. 1).

DAILY MATERIAL REQUISITION (INDENT) FORM

Date : 5-11-97

(Form No. 12)

Serial No _____

S. No.	Items	Quantity required	Quantity issued	Quantity used/ sold	Unused/unsold Material received back (4)-(5)	Purchase Value of Material sold/used as in Column 5 (Rs.)	Remarks
1	2	3	4	5	6	7	8
1.	Khoya	12.00 Kg.	10.00 Kg.	10.00 Kg.	—	600.00	@ 60/
2.	Sugar	25.000 Kg.	24.000 Kg.	24.000 Kg.	—	372.00	@ 15.50/
3.	Tea (R/L)	0.500 Kg.	0.300 Kg.	0.300 Kg.	—	48.00	@ 160/
4.	Tea (G/L)	1.500 Kg.	1.500 Kg.	1.500 Kg.	—	402.00	@ 268/
5.	Maida	3.000 Kg.	3.000 Kg.	3.000 Kg.	—	24.00	@ 8/
6.	Ghee	5.000 Kg.	4.000 Kg.	4.000 Kg.	—	172.00	@ 43/
7.	Potato	17.000 Kg.	15.000 Kg.	15.000 Kg.	—	120.00	@ 8/
8.	Rice	5.000 Kg.	4.000 Kg.	4.000 Kg.	—	32.00	@ 8/
9.	Besan	1.000 Kg.	0.500 Kg.	0.500 Kg.	—	9.00	@ 18/
10.	Dal (Channa)	0.500 Kg.	0.250 Kg.	0.250 Kg.	—	4.00	@ 15/
11.	Dal (Urd)	1.000 Kg.	1.000 Kg.	1.000 Kg.	—	22.00	@ 22/
12.	Dal (Arahar)	2.500 Kg.	2.500 Kg.	2.500 Kg.	—	65.00	@ 26/
13.	Onion	0.500 Kg.	0.500 Kg.	0.500 Kg.	—	3.00	@ 6/
14.	Milk	40 Ltr.	36 Ltr.	36 Ltr.	—	396.00	@ 11/
15.	Campa Cola	4 Crates	4 Crates	4 Crates	—	672.00	@ 168/
16.	Limca	2 Crates	2 Crates	2 Crates	—	336.00	@ 168/
17.	Biscuits	30 Pkts.	30 Pkts.	30 Pkts.	—	111.00	@ 3.70/
18.	Patties	30 Pcs.	30 Pcs.	30 Pcs.	—	90.00	@ 3/
Total						3478.00	

Signatures :

(General Manager/Deputy General Manager/Manager
(For Col. 3)

(1) (Store Keeper/Clerk)
(For Col. 4)

(2) (Halwai/Kitchen Clerk/ Counter Clerk
(For Col. 4 on receipt of Material)

(Storekeeper/Clerk)
(For Col. 6)

Notes :—

- (1) Items of Material required on daily basis should be assessed and required Quantity be only Requisitioned/Indented.
- (2) On receipt of Material from Store, the Halwai/Kitchen Clerk/Counter Salesman/Clerk should note/take over the same in their Register Maintained for Preparation and Sale, as the case may be. (Form No. 5 for Kitchen Clerk and Form No. 6 for Counter Salesman in respect of Readymade Items)
3. At the end of each day the Store Incharge to indicate (in column No. 7) the Monetary Value of Daily Material used/sold (as per column No. 5). The value to be taken from Raw Material Stock Register (Form No. 4) at the Rate given in Column No. 13.
4. Daily Indent duly completed in all respects should remain in the custody of the Store Incharge and should be properly kept for ready availability to the Managing Committee when required.
- (5) items, if any, noted Column (C) should be simultaneously in the Raw Material Stock Register in appropriate Column for keeping the Stock Position accurately.
- (6) Separate Indent Form could be used for Kitchen and Counter items, if necessary. As far as possible, the number of Indents on a particular day be kept to the minimum for better and effective control.

LIST OF FORMS

Form No.	Particulars
1.	Cash Book
2.	Ledger
3.	Dead Stock Item Register
4.	Raw Material/Consumable Item Stock Register
5.	Kitchen Register
6.	Preparation/Production (Food Stuff) Register
7.	Journal Voucher
8.	Daily Sales Register (Summary - Cash/Credit)
9.	Daily Credit Sales Register
10.	Coupon Stock Register
11.	Coupon Sales Register
12.	Daily Material Requisition/Indent Form.

LIST OF WELFARE CENTRES

Sl. No.	Location	Nature of Activities		
DELHI:				
1.	Minto Road, Proto Type Qr.	Nursery	Craft	—
2.	D/38, Dev Nagar	—	Craft	—
3.	Peshwa Road, Samaj Sadan	Nursery	—	Creche
4.	D-50, Press Road	—	—	Creche
5.	Lodhi Colony, Samaj Sadan	Nursery	Craft	Creche
6.	Qr. 541, Lodhi Complex	Nursery	Craft	—
7.	Sewa Nagar J-434-438-442-446	Nursery	—	—
8.	Sriniwaspuri, samaj Sadan	Nursery	—	Creche
9.	Andrews Ganj, Samaj Sadan	Nursery	—	—
10.	Qr. D-137, Sadiq Nagar	—	Craft	—
11.	R.K. puram Sec. I, Samaj Sadan	Nursery	—	—
12.	R.K. Puram Sec. II, Samaj Sadan	Nursery	—	—
13.	Nauroji Nagar, Samaj Sadan	Nursery	—	—
14.	R.K. Puram Sec. III, Samaj Sadan	—	Craft	—
15.	R.K. Puram Sec. V/203	—	—	Creche
16.	R.K. Puram Sec. VII/687-688	Nursery	—	—
17.	R.K. Puram Sec. VIII/654	—	—	Creche
18.	R.K. Puram Sec. IX/159	—	—	Creche
19.	R.K. Puram Sec. IX/431	—	Craft	—
20.	R.K. Puram Sec. XII/160	—	—	Creche
21.	South Moti Bagh, B-291	—	—	Creche
22.	Nanakpura, Samaj Sadan	Nursery	—	Creche
23.	813, Timarpur	—	—	Creche
24.	R.K. puram, Sec. I/175	—	—	Creche
25.	R.K. Puram, Sec. III/1105	—	—	Creche
26.	Qr. 379, Lancer Rd.	Nursery	—	—
27.	Kingsway Camp, Old police Line	—	Craft	—
28.	D.S.T. Qutab Enclave	—	—	Creche
29.	Bhavishya Nidhi Enclave, Qr. No. 53	—	—	Creche
30.	I.T.O. G-15 CR Building	—	—	Creche
31.	Rashtrapati Bhawan, CGHS DISP.	—	—	Creche
32.	P.V. Hostel, Samaj Sadan	—	—	Creche
33.	Shastri Bhawan, R. No. 501, 'D' Wing	—	—	Creche
34.	IFCI Qr. B-105, Paschim Vihar	—	—	Creche

Sl. No.	Location	Nature of Activities		
OUTSTATIONS:				
1.	Jaipur, T-III/163, A.G. Colony	—	Craft	Creche
2.	Dehradun			
	a. Samaj Sadan FRI	Nursery	Craft	—
	b. Hathi Barkala, Survey of India	Nursery	Craft	—
3.	Nagpur			
	a. Samaj Sadan Katol Road	Nursery	—	—
4.	Chennai			
	a. K.K. Nagar Samaj Sadan	Nursery	Craft	—
	b. Anna Nagar Samaj Sadan	Nursery	Craft	—
	c. Custom house Bldg.	—	Craft	—
	d. Income Tax office Bldg.	—	Craft	—
	e. Port Trust Bldg.	—	Craft	—
	f. Shastri Bhawan Bldg.	—	Craft	—
	g. A.G.'s Office Bldg.	—	Craft	—
	h. Basant Nagar Samaj Sadan	—	Craft	—
5.	Mumbai			
	a. T-V/2/9 CGS Qrs. Ghatkoper (W)	Nursery	Craft	—
	b. Koliwada Sec. I Samaj Sadan	Nursery	Craft	—
	c. Antop Hill Sec. VII Samaj Sadan	Nursery	Craft	—
	d. Anushakti Nagar BARC	—	Craft	—
	e. Wadala 106 CGS Colony	—	Craft	—

RATES OF FEES CHARGED**CRECHE**

Parents gross Monthly Income	For Central Govt. Employees (In Rupees)	For Others (Flat Rate)
(i) Upto Rs. 6,500/-	150.00	500.00
(ii) Rs. 6,501/- to 10,000/-	300.00	500.00
(iii) Rs. 10,000/- & above	400.00	500.00
(iv) Charges for half day	(Half of the above charges)	

NURSERY

Parents gross Monthly Income	For Central Govt. Employees (In Rupees)	For Others (Flat Rate)
(i) Upto Rs. 6,500/-	90.00	200.00
(ii) Rs. 6,501/- to 10,000/-	120.00	200.00
(iii) Rs. 10,000/- & above	150.00	200.00

CRAFT

Parents gross Monthly Income	For Central Govt. Employees (In Rupees)	For Others (Flat Rate)
(i) Upto Rs. 6,500/-	40.00	100.00
(ii) Rs. 6,501/- to 10,000/-	60.00	100.00
(iii) Rs. 10,000/- & above	75.00	100.00

A. FEES STRUCTURE FOR CRECHE, NURSERY & CRAFT

CRECHE

Parents Gross Monthly Income	For Central Govt. Employees (Rs.)	For others (Flat Rate) (Rs.)
(i) Upto Rs. 6,500/-	150.00	600.00
(ii) Rs. 6,501/- to 10,000/-	350.00	600.00
(iii) Rs. 10,001/- & above	500.00	600.00
(iv) Charges for half day	(75% of the above charges)	
(v) Security	(half of the above charges)	

NURSERY

Parents Gross Monthly Income	For Central Govt. Employees (Rs.)	For others (Flat Rate) (Rs.) (Rs.)
(i) Upto Rs. 6,500/-	100.00	250.00
(ii) Rs. 6,501/- to 10,000/-	150.00	250.00
(iii) Rs. 10,001/- & above	175.00	250.00

CRAFT

Parents Gross Monthly Income	For Central Govt. Employees (Rs.)	For others (Flat Rate) (Rs.) (Rs.)
(i) Upto Rs. 6,500/-	50.00	125.00
(ii) Rs. 6,501/- to 10,000/-	75.00	125.00
(iii) Rs. 10,001/- & above	100.00	125.00

B. FEES STRUCTURE FOR HEALTH CLUB-CUM-FITNESS CENTRE

Club Membership/Registration Fees

	For CGE & their dependants (Rs.)	For State Govt./PSUs etc. & their dependants (Rs.)	For students (other than CGE dependants) (Rs.)	For Others (Rs.)	
1	2	3	4	5	6
	500.00	1,000.00	600.00	2,500.00	

MONTHLY FEE STRUCTURE

1. GYMSECTION	250.00	350.00	300.00	400.00
2. Gym & Cardio Vascular Section (Computerised Tread Mill and other computerised Machines)	300.00	400.00	350.00	500.00

1	2	3	4	5	6
3.	Wet Area per month *(Alternate days sitting)	500.00	800.00	600.00	1,000.00
4.	*per sitting (Steam Bath, Sauna Bath, Jaccuzi, Chilled Shower, etc.)	40.00	60.00	45.00	75.00
5.	Massage (per sitting)	75.00	100.00	90.00	125.00
CORPORATE MEMBERSHIP					
6.	For two members (all facilities) per year	40,000.00	40,000.00	40,000.00	40,000.00
7.	For four members (all facilities) per year.	75,000.00	75,000.00	75,000.00	75,000.00

*Note : Time for a sitting in Wet Area will be 15 minutes.

C. FEES FOR COMPUTER COURSE

Activity	Dependants of Central Govt. Employees (Rs.)	Others (Rs.)
One-Year Diploma in Software Technology	700/- (Per month)	900/- (Per month)

D. FEES STRUCTURE FOR INDOOR GAMES, SPORTS, MULTI-GYM & KARATE

Sl. Activities No.	Strength of players	Time slot	Central Govt. Employees (Rs.)	others (Rs.)
1. Badminton	4 to 8 members	1 hour	200	300
2. Table Tennis	1 to 3 members	1 hour	30	45
	4 to 8 members	1 hour	45	90
3. Multi-Gym	Individual	1 hour	75	100
4. Weight-Lifting	Individual	1 hour	30	40
5. Karate	Individual	1 hour	100	120

LIST OF SAMAJ SADANS

Sl. No.	Place	Cat.	Activites					Other activity
			Badminton	Gym/ H. Club/ Weight Lifting	Table Tennis	Karate	Computer Course	
DELHI								
1.	Andrews Ganj	II	B.M.	—	—	—	Computer	—
2.	Andrews Ganj Ext.	III	—	GYM	T.T.	—	—	—
3.	Asia House	I	—	—	—	Karate	—	Yoga
4.	Bharti Nagar	I	—	—	T.T.	—	—	—
5.	Chankaya puri	I	B.M.	—	—	—	—	Dance
6.	Kidwai Nagar, D Block	II	B.M.	GYM	—	—	—	—
7.	Laxmi Bai Nagar	II	B.M.	W.L.	—	—	Computer	—
8.	Lodhi Colony	II	B.M.	—	—	—	—	—
9.	Moti Bagh I	I	—	W.L.	—	—	—	—
10.	Nanak pura	II	B.M.	—	—	—	—	—
11.	Nauroji Nagar	I	—	—	—	—	—	—
12.	Netaji Nagar	II	B.M.	—	—	—	—	—
13.	Pandara Road	I	B.M.	—	—	Karate	—	—
14.	P. V. Hostel	I	—	—	—	—	—	—
15.	Peshwa Road	III	—	H. Club	—	—	Computer	—
16.	R.K. Ashram Marg	II	—	—	—	—	—	—
17.	Rabindra Nagar	I	—	—	—	Karate	—	—
18.	Sarojini Nagar	II	B.M.	GYM	—	—	—	—
19.	Sri Niwas puri	II	B.M.	—	—	Karate	—	—
20.	R.K. Puram Sec. I	I	—	—	—	—	—	—
21.	R.K. Puram Sec. II	I	—	—	—	—	—	—
22.	R.K. Puram Sec. III	I	—	—	—	—	—	—
23.	R.K. puram Sec. IV	I	—	—	—	—	Computer	—
OUTSTATIONS								
1. Mumbai								
a.	Sec. I, Koliwada	III	—	—	T.T.	—	—	—
b.	Sec. VII, Koliwada	II	—	—	T.T.	—	—	—
c.	Ghatkoper	I	—	—	—	—	—	—
2. Chennai								
a.	K.K. Nagar	III	—	—	T.T.	Karate	—	—
b.	Anna Nagar	III	—	—	T.T.	—	—	—
c.	Basant Nagar	I	—	—	T.T.	—	—	—
3. Calcutta								
a.	Salt Lake	III	—	—	—	—	—	—

Sl. Place No.	Cat.	Activites					
		Badminton	Gym/ H. Club/ Weight Lifting	Table Tennis	Karate	Computer Course	Other activity
4. Nagpur							
a. Seminary Hills	III	B.M.	GYM	T.T.	—	—	—
b. Katol Road	II	—	—	T.T.	—	—	—
5. NH-IV, Faridabad	II	B.M.	W.L.	—	—	—	—
6. K.N. Nagar, Ghaziabad	I	—	—	T.T.	—	—	Typing
7. Bangalore							
a. Domlur	I	—	GYM	T.T.	—	—	—
b. Koramangla	I	—	GYM	T.T.	—	—	—
c. Vijay Nagar	I	—	—	T.T.	—	—	—

HIRING CHARGES OF SAMAJ SADANS

Sl. No.	Name of Community Centre	Accommodation available	Security Deposit (Rs.)	Hiring Charges (per day)			
				(Rs.)	(Rs.)	(Rs.)	(Rs.)
			Central/ State Govt./ Autonomous Body employees	Others	Central Govt. Employees	State Govt. Autonomous Body/ Under-Taking	Others
1	2	3	4	5	6	7	8
DELHI:							
1.	Andrews Ganj	Auditorium & open lawn	5000	7500	3000	4000	6500
2.	Andrews Ganj Ext.	One Big hall & small hall	6000	7500	5000	6000	7500
3.	Asia House	One Small hall	5000	7500	2500	3500	6000
4.	Bharti Nagar	One Small hall & open lawn	5000	7500	2500	3500	6000
5.	Chankaya puri	One Small hall & open lawn	5000	7500	2500	3500	6000
6.	Kidwai Nagar, D Block	Auditorium & open lawn	5000	7500	3000	4000	6500
7.	Laxmi Bai Nagar	Auditorium, small hall & open lawn	5000	7500	4000	5000	7000
8.	Lodhi Colony	Auditorium & open lawn	5000	7500	3000	4000	6500
9.	Nanak pura	Auditorium & open lawn	5000	7500	3000	4000	6500
10.	Netaji Nagar	Auditorium, 2 rooms & open lawn	5000	7500	4000	5000	7000
11.	Pandara Road	One Small hall & open lawn	5000	7500	2500	3500	6000
12.	P.V. Hostel	One small hall (1st Floor)	5000	7500	2500	3500	6000
13.	Peshwa Road	Auditorium, small hall and open lawn	5000	7500	4000	5000	7000
14.	R.K. Ashram Marg	Auditorium & open lawn	5000	7500	3000	4000	6500
15.	Rabindra Nagar	One small hall & open lawn	5000	7500	2500	3500	6000
16.	Sarojini Nagar	Auditorium & open lawn	5000	7500	3000	4000	6500
17.	Sri Niwas Puri	Auditorium & open lawn	5000	7500	3000	4000	6500
OUTSTATION:							
18.	Mumbai						
	a. Sector-VII, Koliwada	Auditorium, small hall & open lawn	5000	7500	4000	5000	7000
	b. Sector-I, Koliwada - (M.S. Hostel)	Big Hall at 11th floor	5000	7500	3000	5000	6500
	c. Ghatkoper (West)	One small hall & open area	5000	7500	2500	3500	6000
19.	Kolkata						
	a. Salt Lake	Auditorium, small hall & open lawn	5000	7500	4000	5000	7000

1	2	3	4	5	6	7	8
20. Nagpur							
	a. Seminary Hills	Auditorium small hall, & open lawn	5000	7500	4000	5000	7000
	b. Katol Road	Auditorium and open lawn	5000	7500	3000	4000	6500
21.	NH-IV, Faridabad	Auditorium and open lawn	5000	7500	3000	4000	6500
22.	K.N. Nagar, Ghaziabad	One small hall & open lawn	5000	7500	2500	3500	6000
23. Bangalore							
	a. Domlur	One small hall & open lawn	5000	7500	2500	3500	6000
	b. Koramangla	One small hall (1st floor)	5000	7500	2500	3500	6000
	c. Vijay Nagar	One small hall & open lawn	5000	7500	2500	3500	6000

		For Central Govt. Employees		For employees of Autonomous Bodies/ Undertakings etc.		Others	
24. Chennai							
	K.K. Nagar	One	Half	One	Half	One	Half
	Anna Nagar	Day	Day	Day	Day	Day	Day
	Basant Nagar						
	(i) Both Halls (Auditorium, Dining & Kitchen)	4000	2500	5000	3000	7000	3500
	(ii) Auditorium only	2500	1500	3500	2000	6000	3000
	(iii) Dining Hall with Kitchen	2000	1000	3000	1500	4000	2000
	(iv) Only open space	800	—	1000	—	1500	—
	(v) Exhibition-cum-Sale	—	—	—	—	7000	—

- (i) The recognised Residents Welfare Associations which are getting Grants-in-aid from DOPT will be given these Community Centres only for four occasions (i.e. General Body Meeting, Elections, Annual Functions and Sports) at the concessional rates of Rs. 250/- per day.
- (ii) For the purpose of celebrations of Durga puja and similar other functions, the hiring amount will be charged at the rates prescribed for Central Govt. employees.
- (iii) Resident's Welfare Associations and group of Government servants may hold the 'Ram Lila' in the lawns (not hall and rooms) of Samaj Sadans at the concessional rates of Rs. 250/- per day.
- (iv) The hiring charges of Samaj Sadans for official functions of the Government Deptts. and Registered Societies etc. will be 75% of the prescribed rates for Central Govt. employees.
- (v) For the condolene meetings or any other sad occasion hiring rates will be 50% of the above rates.

No.1/1/80-Welfare
Government of India
Ministry of Home Affairs
Department of Personnel & Administrative Reforms

New Delhi, the 24th July, 1980

OFFICE MEMORANDUM

Subject : Decentralisation of procedure regarding sanction of Grants-in-aid to the Recreation Clubs functioning in Ministries/Departments and their attached & Subordinate Offices located in Delhi/New Delhi.

This Department is directed to refer to the Ministry of Home Affairs O.M. No.2/167/59-Welfare dated the 10th March, 1961, as amended from time to time, regarding grant-in-aid for the provision of amenities for recreational/Welfare activities to the staff of the Central Government offices in outside Delhi/New Delhi.

As per the existing practice such grants-in-aid in favour of the recreation clubs functioning in Ministries/Departments and their attached and subordinate offices in Delhi/New Delhi only are being sanctioned by this Department and expenditure met out of the sanctioned budget grant of this Department. Similar grants-in-aid in respect of the Central Government Offices outside Delhi/New Delhi are, however, being sanctioned direct by the Administrative Ministries/Departments under the financial powers delegated to them vide Rule 12 of the Delegation of Financial Powers Rules, 1958.

Since it has been experienced that considerable amount of time and labour is spent in calling for the audited grant-in-aid accounts from the Ministries/Departments etc., resulting in avoidable delay in the sanction of admissible grant-in-aid by this Department. It has been decided that with effect from the financial year 1981-82 and onwards, such grant-in-aid in favour of the Recreation Clubs functioning in the Ministries/Departments and their attached and subordinate offices located in Delhi/New Delhi will also be sanctioned direct by the Ministries/Departments concerned, as is being done by them in the case of their offices outside Delhi/New Delhi. Necessary budget provision for meeting the expenditure involved should also be made by them from 1981-82 onwards.

Further, necessary utilisation certificate for the grant-in-aid being sanctioned by this Department for the current year (1980-81) should be furnished by the Ministries/Departments etc., under which the Recreation Club functions to the concerned Pay & Accounts Officer before similar grant-in-aid for the next financial year (1981-82) and onwards are sanctioned by the controlling Ministries.

Receipt of this Office Memorandum may please be acknowledged.

Sd/-
(KHANCHAND)

Under Secretary to the Govt. of India

All Ministries/Departments of the Government of India (excluding Ministry of Railways, Lok Sabha Secretariat, Rajya Sabha Secretariat and Department of Parliamentary Affairs, but including the Prime Minister's Office, Planning Commission, President's Secretariat and Cabinet Secretariat).

Copy to:

- (i) Union Public Service Commission, New Delhi.
- (ii) Comptroller & Auditor General of India, New Delhi.
- (iii) All attached & subordinate offices of the Ministry of Home Affairs/Department of Personnel & A.R.
- (iv) Deputy Secretary (Finance)
- (v) Pay and Accounts Officer, Department of Personnel & A.R.
- (vi) A.G.C.R., New Delhi
- (vii) Budget Unit, Department of Personnel & A.R.
- (viii) Director(Admn.), Ministry of Home Affairs and Secretary Home & Personnel Recreation Club.

Sd/-
(KHAN CHAND)
Under Secretary to the Govt. of India

No. 24/2/62-Welfare
Government of India
Ministry of Home Affairs

New Delhi, the 12th October, 1962.

OFFICE MEMORANDUM

Subject: Grant-in-aid for the provision of amenities or of recreational or Welfare facilities to the staff of the Central Government.

The undersigned is directed to invite a reference to this Ministry's O.M.No.2/167/59-Welfare, dated the 10th March, 1961 on the subject mentioned above, and to say that the President is pleased to decide that the following sub-clauses may be substituted for the existing sub-clauses (a) and (b) of paragraph 1(ii) thereof;

- (a) The grant-in-aid will be admissible on the basis of the total strength including gazetted officers subject to clause (b) borne on the regular strength of an organisation i.e. Ministry/Department etc. and its attached and subordinate offices and such statutory bodies whose budget forms part of Consolidated Fund of India, irrespective of the fact whether any individual is a member of the staff club etc. or not.
- (b) Grant-in-aid in respect of the Gazetted Officers will be Admissible only to that Ministry/Department where membership of Recreation Club is open to such officers.

2. This issues with the concurrence of the Ministry of Finance vide their U.O.No.9149-HLL/62 dated 1.10.62.

Sd/-
(A.K. MITRA)

Under Secretary to the Government of India

To

All Ministries of the Government of India etc.

No.1/3/98-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi, the 14th October, 1999

OFFICE MEMORANDUM

Subject: Grant-in-aid for the provision of amenities or recreational or welfare facilities to the staff of the Central Government- regarding.

The undersigned is directed to refer to this Department's O.M. No.1/4/86-Welfare dated the 1st September, 1987 (copy enclosed) regarding grants-in-aid for the provision of amenities for recreation/welfare activities to the staff of the Central Government Offices in as well as outside Delhi/New Delhi.

2. The position has been reviewed in the light of the recommendation of the 5th Central Pay Commission and it has been decided that the grant-in-aid to the Recreation Clubs shall be admissible at the following rates from the current financial year :

- (i) Grant-in-aid at the rate of Rs. 10/- per head per annum as hitherto-fore.
- (ii) An additional grant-in-aid subject to a maximum of Rs. 15/- per head per annum, may be given as matching grant as against the existing rate of Rs.5/- per head per annum. (An illustration to this effect is given in the Annexure to this O.M.).
- (iii) A maximum grant of Rs.10,000/- as hitherto-fore may be sanctioned (after Considering requirement on merits) for setting up of a recreation club.

3. This issues with the concurrence of Ministry of Finance (Department of Expenditure) U.O. No.15(4)-E/1(A)/99 dated 23.8.99 and MHA(Finance) U.O.No.1777/AFA(P)/99 dated 24.8.1999.

Hindi version will follow.

Sd/-

(J.S.BHATIA)

Under Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India excluding Ministry of Railways, Lok Sabha Secretariat, Rajya Sabha Secretariat and Department of Parliamentary Affairs but including Prime Minister's Office, Planning Commission, President's Secretariat and Cabinet Secretariat.

Copy to:

1. Ministry of Finance (Department of Expenditure).
2. Union Public Service Commission, New Delhi.
3. Comptroller and Auditor General of India, New Delhi.
4. All attached and Subordinate Offices of Ministry of Personnel, Public Grievances and Pensions.
5. FA(Home).
6. Pay & Accounts Officer, Department of Personnel & Training, Lok Nayak Bhawan, New Delhi.
7. A.G.C.R. New Delhi.
8. Budget Unit, Department of Personnel & Training.
9. JCA, Department of Personnel & Training.
10. MOS(PP)
11. PIC, Department of Personnel & Training, Lok Nayak Bhawan, New Delhi.
12. Secretary (P), Deptt. of Personnel & Training.
13. JS(AT/SWA)
14. All Members of CCSCSB (list attached).
15. All Chairman, Central Government Employees Welfare Coordination Committee. (List attached)
16. Secretary, Staff side in the National Council (JCM)
17. Secretary, Staff side in the Departmental Council (JCM) of Department of Personnel & Training.

Sd/-

(J.S. BHATIA)

Under Secretary to the Govt. of India

ANNEXURE-XXIV

No.2/14/61-Welfare
Government of India
Ministry of Home Affairs

New Delhi, the 7th November, 1961

OFFICE MEMORANDUM

Subject : Grant-in-aid for the provision of amenities or of recreational facilities to the staff of Central Government - List of items on which expenditure can be incurred from.

The undersigned is directed to invite attention to this Ministry's O.M. No-2/167/59-Welfare dated the 10th March, 1961 and to say that frequent enquiries have been made regarding items on which expenditure can be made out of grant-in-aid. This list of main items is attached for information and guidance. The list is, however, illustrative.

The grants are intended only for provision of amenities or recreational or welfare facilities and would not cover their scope any compassionate objects such as death benefits.

No expenditure should be incurred out of grants-in-aid for organisation of excursion trips.

Sd/-
(A.K. MITRA)

Under Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India, excluding Ministry of Railways, Lok Sabha Secretariat, Rajya Sabha Secretariat, President's Secretariat and Department of Parliamentary Affairs but including Prime Minister Secretariat, Planning Commission and Cabinet Secretariat, New Delhi.

ALL ILLUSTRATIVE LIST OF ITEMS ON WHICH EXPENDITURE MAY BE INCURRED BY THE MINISTRIES AND THEIR ATTACHED AND SUBORDINATE OFFICES OUT OF GRANT-IN-AID SANCTIONED BY THE GOVERNMENT OF INDIA.

1. Articles of Sports-Outdoor and indoor games equipment.
2. Cost of uniforms etc. supplied to teams.
3. Magazines and periodicals.
4. Entry fee for tournaments.
5. Hiring of grounds.
6. Hiring and repair of furniture etc.
7. Purchase of furniture.
8. Conveyance expenses incurred locally.
9. Entertainment.
10. Prizes.
11. Hiring of accommodation for Club-association etc.
12. Film shows.
13. Cultural and Sports Programmes.
14. Inter-Ministry meets.
15. Inter-Departmental meets.

N.B. The list may not be treated as exhaustive.

No. 1/1/80-Welfare
Government of India
Ministry of Home Affairs
Department of Personnel & Administrative Reforms

New Delhi the 26th March, 1982

OFFICE MEMORANDUM

Subject : Decentralisation of procedure regarding sanction of grant-in-aid to the Recreation Clubs functioning in Ministries/Departments and their attached and subordinate offices located in Delhi/New Delhi.

Reference is invited to this Department Office Memorandum No.1/1/80-Welfare dated 24-7-1980 and subsequent O.M. of even number, dated 28-11-1980 wherein the Ministries/Departments were authorised to sanction grant-in-aid to the Recreation Clubs functioning under them in Delhi/New Delhi from the financial year 1981-82 and onwards. Subsequent to issue of the above instructions references have been made to this Department for sanction of adhoc grants for initial purchase of equipment for the new Recreation Clubs which are proposed to be started under various Ministries/Departments.

2. Since the grant-in-aid to the Recreation Clubs is now sanctioned by the Ministries/Departments concerned it is clarified that adhoc grant for initial purchase of equipment to the new Recreation Clubs to be started should also be sanctioned by the concerned Ministry/Department, the following guidelines may, however, please be kept in view while sanctioning adhoc grants:

- (i) adhoc grant would be given once only when the club is initially set up for the purchase of equipment/furniture subject to the maximum limit of Rs. 2000/- (Rupees two thousand only).
- (ii) the purchases should be confirmed to items like small size stool/wodden almirah, Table Tennis Chairs, Tables and Curtains/Durries. Specific approval of the Ministry/Department should be obtained if any other items are to be purchased with the grant.
- (iii) Normal purchase procedure of calling for tenders from the local dealers and placing orders on the lowest tenderer only should be followed.
- (iv) the articles, after purchase, should be brought on the regular Stock Register of the club.
- (v) Proper unkeep and maintenance of the articles should be assured.
- (vi) Finally the concurrence of the Integrated Finance Branch of the Ministry/Department concerned must be obtained before issuing the sanction.

Sd/-

(J.C.S. VIDYARTHI)

Under Secretary to the Govt. of India.

To

All Ministries/Department of the Government of India excluding Ministry of Railways, Workshops Secretariat, Rajya Sabha Secretariat, but including the Prime Minister's Office, Planning Commission, President's Secretariat and Cabinet Secretariat.

Copy to:

1. The U.P.S.C., New Delhi.
 2. The C & A.G. of India, New Delhi.
 3. All attached/subordinate offices of the Ministry of Home Affairs (Department of Personnel),
 4. Dy. Secretary (Finance), Deptt. of Personnel & A.R. (two copies)
 5. P.&A.O.&AR
 6. Director Audit, Central Revenue, New Delhi.
 7. Budget Unit, Deptt. of P & AR.
 8. Secretary, Home Affairs and Personnel Recreation Club and D.S. (A), Ministry of Home Affairs.
- For information and necessary action.

Sd/-

(J.C.S. VIDYARTHI)

Under Secretary to the Govt. of India.

No. 1/4/86- Welfare
Government of India
Department of Personnel and Training

New Delhi the 1st September, 1987

OFFICE MEMORANDUM

Subject : Grant-in-aid for the provision of amenities or recreational or Welfare facilities to the staff of the Central Government.

The undersigned is directed to refer to the Ministry of Home Affairs O.M. No-2/167/59-Welfare dated the 10th March, 1961 as amended from time to time regarding grant-in-aid for the provision of amenities for recreational/Welfare activities to the staff of the Central Government Offices in as well as outside Delhi/New Delhi.

The position has been reviewed in the light of the recommendations of the 4th Pay Commission and in consultation with Ministry of Finance, the pattern of grants-in-aid are reviewed from the current financial year as follows:

- (i) Grant-in-aid at the rate of Rs.2/- per head per annum is increased to Rs.10/- per head per annum.
- (ii) an additional grant-in-aid at the rate of Rs-5/- per head per annum may be given as matching grant as against the existing rate of Re. 1/- per annum per head.
- (iii) As against the existing initial adhoc grant-in-aid of Rs.2000/- for setting Up of Recreation Club, a maximum grant of Rs.10, 000/- may be sanctioned, after considering requirement on merits.

This issues with the concurrence of Ministry of Finance (Department of Expenditure) U.O.No.F.14 (8)-E.II (A) /87 dated 21-8-1987 and MHA (Finance) U.O. No.2180-Fin.1/87 dated 21-8-87 and MHA (Finance) U.O.No.2180-Fin.1/87 dated 25-8-87.

Hindi version will follow.

Sd/-

(HARSH BARDHAN)

Under Secretary to the Govt. of India

To

All Ministries/Departments of the Govt. of India excluding Ministry of Railways, Lok Sabha Secretariat, Rajya Sabha Secretariat and Department of Parliamentary Affairs, but including Prime Minister's office, Planning Commission, President's Sectt. and Cabinet Secretariat.

ANNEXURE TO O.M. No. 1/3/98-WELFARE, DEPARTMENT OF PERSONNEL AND TRAINING DATED 14th OCTOBER, 1999.

ILLUSTRATION

In case a Department has a total strength of 1000 (including Gazetted Officers) and out of these only 100 are Members of the Recreation Club, in that case the Recreation Club will get the following grant-in-aid.

(a) Grant-in-aid at the rate of Rs.10/- per head $1000 \times 10 = 10,000$

(i) Additional matching grant-in-aid at the rate of $100 \times 15 = 15,00$

Rs.15/-per head.

(This is subject to the condition that the Members of the Recreation Club have contributed the membership fee of Rs.15/- per head per annum. In case the membership fee is only Rs.10/- per head per annum and in case there are 100 members of the Recreation Club, matching grant would be then restricted to only Rs.1,000/-).

ANNEXURE-XXVI

MOST IMMEDIATE

No. 2 (1)/1/78-Welfare
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel & Administrative Reforms
(Karmik Aur Prashasanik Sudhar Vibhag)

New Delhi, the 15th March, 1978

OFFICE MEMORANDUM

Subject: Benevolent Funds in Central Government Offices-Government contribution to- Increase in-

The undersigned is directed to invite the attention of the Ministries/Departments, etc. to the Ministry of Home Affairs Office Memorandum No, 24 (1) /62-Welfare dated 10-1-1966, according to which Government grant to Benevolent Funds is admissible at the rate of Re.1/-per annum in respect of each contributing member. On a careful consideration of the matter, it has now been decided that Government grant to Benevolent Funds will now be admissible at the rate of Re. 1/- per annum per employee (i.e. based on the total sanctioned strength of the respective establishment) irrespective of the contribution from the members of the staff. The other features of the Scheme including the rate of contribution of members, etc. remain un-affected. Further, the beneficiaries of the Fund would, as before, continue to be only those members of the staff who subscribe to the fund and become its member.

2. These orders will take effect from the financial year 1978-79 (i.e. from 1-4-1978).

3. These orders issue with the concurrence of the Ministry of Finance (Department of Expenditure), vide their U.O. No. 2744-E.II (A) /77, dated the 10th October, 1977.

4. These orders do not apply to any Benevolent Fund in Indian Audit and Accounts Department.

Sd/-
(A.D.JOSHI)

for Under Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India.

No. 2 (1) /1/78-Welfare, New Delhi, the 15th March, 1978

Copy for information to the Ministry of Finance, Department of Expenditure E.II (A) Branch, with reference to their U.O. No. 2744/E.II (A) /77, dated the 10th October, 1977.

Copy to the Finance I Section. M.H.A.

Sd/-
(A.D.JOSHI)

for Under Secretary to the Govt. of India

**APPLICATION FORM FOR MEMBERSHIP OF THE
BENEVOLENT FUND**

1. Name (in full): Shri/Smt./Kum.....
2. Designation:
3. Father's/Husband's name:.....
4. Date of Birth/Retirement:.....
5. Whether permanent
or Temporary:
6. Name of the Section/
- Office, where working:

I hereby declare that I have read the Model Rules of the Benevolent Fund and am desirous of becoming a member of this Fund voluntarily. I agree to pay Rs..... monthly/annually towards the subscription of this fund. This amount may please be deducted from my pay as and when necessary.

Signature:

Dated:

Verification certificate from Administration Wing of the Department/Office

Certified that Shri/Smt./Kum.....son/wife/daughter
of..... is a regular /permanent servant in the grade of..... in this Ministry/Department/
Office.

Signature of the Office Incharge
of Administration Wing

List of Private Hospitals recognised under CGHS in 17 cities all over India.

- I. CGHS, Allahabad
KAMLA NEHRU MEMORIAL HOSPITAL,
 Allahabad-211002.
CHIRANJIV NURSING HOME,
 Madhwapur,
 Allahabad.
M/S. DEVRAJ MEDICAL CENTRE PVT. LTD.,
 16, Jawaharlal Nehru Road,
 Tagore Town,
 Allahabad.
KIRTI SCANNING CENTRE,
 55B, Lowther Road near Maharani Motors,
 Allahabad.
SARASWATI HEART CARE,
 7/5 A, Darbhanga Colony,
 Allahabad.
- II. CGHS, Lucknow
SEWA HOSPITAL & RESEARCH CENTRE,
 Sewanagar, Sitapur Road,
 Lucknow.
LIFE LINE HOSPITAL & HEART CENTRE,
 B 1/31 Sector K, Aliganj,
 Lucknow.
AVADH HOSPITAL & HEART CENTRE,
 9D, Singar Nagar, Alambagh,
 Lucknow-226005.
VIVEKANANDA POLYCLINIC, RAMA
KRISHNA MISSION SEVASHRAM,
 Vivekananda Puram, Lucknow-226007.
DIAGNOSTIC MEDICAL CENTRE,
 B-52, J Park, Mahanagar Extn.,
 Near Kapoorthala Crossing,
 Lucknow.
UTTAR PRADESH MEDICAL CENTRE,
 16, Rana Pratap Marg,
 Lucknow.
SARKAR'S DIAGNOSTIC CENTRE,
 C 1 693 Sector A.
 Mahanagar,
 Near Mahanagar Railway Crossing,
 Lucknow-226006.
OM DIAGNOSTIC CENTRE,
 A 303, Indira Nagar, Lucknow.
- III. CGHS, Kanpur
REGENCY HOSPITAL,
 A-2, Sarvodaya Nagar,
 Kanpur.
KANPUR MEDICAL CENTRE,
 120/500, Lajpat Nagar,
 Kanpur.
MADHURAJ NURSING HOME PVT. LTD.,
 113/121-A, Swaroop Nagar,
 Kanpur.
SULAKSHMI NURSING HOME,
 2A/220. Azad Nagar,
 Kanpur.
DR. JAWAHARLAL ROHATGI SMARAK
NETRE CHIKITSALAYA EYE HOSPITAL ROAD,
 Sarvodaya Nagar Kanpur-208 005.
SARAL NURSING HOME,
 Lal Bangia,
 Kanpur.
MADHULOK HOSPITAL,
 628-K, Kidwai Nagar,
 Kanpur.
KULWANTI HOSPITAL & RESEARCH CENTRE,
 117/N/8 Saketpuri, Kankadeo,
 Kanpur.
CHANDRABHAL NURSING HOME PVT. LTD.,
 RBI Road Kidwai Nagar,
 Kanpur.
LILAMANI MEMORIAL HOSPITAL PVT. LTD.,
 14/116-C, Civil Lines,
 Kanpur.
ABHA NURSING HOME PVT. LTD.,
 10/503-B, Alien Ganj,
 Kanpur.
LAXMI DEVI KISHAN CHAND .MEMORIAL
HOSPITAL,
 150 Ratan Lal Nagar, Kanpur-22.
MOHAN X-RAY,
 7/261, Near Medical College,
 Swaroop Nagar, Kanpur.
B.L. ROHATGI MEMORIAL DIAGNOSTIC
CENTRE,
 15/268, Civil Lines, Kanpur.
PARADE X-RAY AND PATHOLOGICAL
INSTITUTE,
 69, Naveen Markets Mall Road, Kanpur.
DR. THAWANI'S CHEST CLINIC & DIAGNOSTIC
CENTRE, Kanpur.

SING X-RAY AND PATHOLOGY.
Opp. L.L.R. Hospital,
Kanpur.

IV. CGHS, Meerut

Lokpriya Hospital,
Samrat Place, Garh Road,
Meerut.

SARAL HOSPITAL AND NURSING HOME,
Sardaua Road, Kankarkhera,
Meerut.

MEERUT STONE HOSPITAL LTD.,
99/5, VijayNagar, Meerut.

SHIVA CARDIAC LABORATORY,
Kamakshi Complex, Chippi Tank,
Begum Bridge, Meerut.

SHREE NEEL KANTH DIALYSIS CENTRE,
UTSAV COMPLEX,
Shivaji Road, Meerut.

UNITED SCANS (PVT.) LTD.,
Near Amarpali Cinema,
Garh Road. Meerut

HORMONE CARE,

1st Floor, Consul Acade,
Opp. Chetan Medical Complex,
R.K. College Road,
Chippi Tank, Meerut.

LIONS PATHOLOGY LABORATORY,
New Market, Begum Bridge,
Meerut.

DR. PRADEEPTYAGI COMPUTERISED
PATHOLOGY LABORATORY,
29/4, Opp. R.G. Inder College, Chippi Tank,
Meerut.

V. CGHS, Jaipur,

Rungta Children & General Hospital,
Malviya Nagar,
Jaipur.

SONI HOSPITAL,
J.L.N. Marg, Jaipur.

JAIN EYE HOSPITAL,
Fathe Teba, Adarsh Nagar,
Jaipur,

HEART & GENERAL HOSPITAL,
Yudhister Margh
C-Scheme, Jaipur

LAXMI IMAGINE & MEDICAL RESEARCH
HOSPITAL,
J.L.N. Marg, Soni Hospital Campus,
Jaipur.

RAJDHANI CLINIC & NURSING HOME,
C-Scheme, Opp. St. Xavier School,
Jaipur.

K.C. MEMORIAL EYE HOSPITAL,
C. Scheme, Mainsa Circle,
Jaipur.

UROLOGY & MEDICAL CARE CENTRE,
Malviya Nagar, Jaipur,

SHARDA NURSING HOME,
39, Hospital Road, Opposite S.M.S. Hospital
Jaipur.

Shri Amar Jain Medical Relieve Society,
Choura Rasta, Jaipur.

VI. CGHS, Mumbai

Paramount Imaging Centre, 9, Babulnath Road,
Mumbai.

RADHIBAI WATUMULL CHEST HOSPITAL,
120 Veer Savarkar Marg, Mahim,
Mumbai.

MANGAL ANAND HOSPITAL,
48, Swastik Park, Sion Trombay Road,
Chembur, Mumbai.

R.G. STONE CLINIC,
Ahinsa Bhavan.
14 A Road, Ahinsa Marg,
Khar(West) Mumbai.

P.D. HINDUJA HOSPITAL,
Veer Savarkar Marg., Mahim,
Mumbai.

BOMBAY HOSPITAL,
12, Marine Lines, Mumbai.

DR. BALABHAI NANAVATI HOSPITAL,
S.V- Road, Vile Parle (West),
Mumbai.

VII. CGHS, Chennai

K.J. Hospital Pvt. Ltd.,
927. Poonamallee High Road,
Chennai-600084

TAMIL HOSPITALS LTD., OFF-TAMARAM-
VELACHERY HIGHWAY.
Cheran Nagar, Chennai-601302.

APOLO HOSPITALS ENTERPRISE LTD.,
21/22, Greems Lane,
Chennai 600006.

Ram Chandra Medical & Research Centre,
Ramchandra Nagar, Chennai-600116.

- WILLINGDON HOSPITAL,
21, Pycrofts Garden Road,
Chennai-600006.
- TRINITY ACUTE CARE HOSPITAL,
33, Desika Road, Chennai-600004.
- CANCER INSTITUTE W.I.E.,
18, Sardar Patel Road,
Chennai-600020.
- MADRAS MEDICAL MISSION,
4 A, Dr. J. Jayalalitha Nagar,
Mogappair, Chennai-600050.
- SHANKAR NETRALAYA MEDICAL RESEARCH
FOUNDATION,
18, College Road,
Chennai-600006.
- R.G. STONE,
43, II Main Road, 5th Floor,
Raja Annainalai Puram,
Chennai-600028.
- TAMIL NADU UROLOGICAL RESEARCH
CENTRE, PVT. LTD.,
D-50, 3rd Street, Anna Nagar East,
Chennai-600102.
- C.S.I. RAINY MULTI SPECIAL HOSPITAL,
45, G.A. Road, Roja Puram,
Chennai-600021.
- NATIONAL HOSPITAL,
II Lane, Beach Road,
Chennai-600001.
- C.S.I. KALYANI HOSPITAL,
15, Radakrishna Salai,
Chennai-600004.
- DURGABAI DESHMUKH GENERAL HOSPITAL
& RESEARCH CENTRE,
Andhra Manila Sabha,
11, Dr. Durgabai Deshmukh Road,
Chennai-600028.
- VOLUNTARY HEALTH SERVICES,
Adyar, Chennai-600113.
- PUBLIC HEALTH CENTRE,
114, Lake View Road,
West Mambalam,
Chennai-600033.
- SHEFA HOSPITAL & RESEARCH CENTRE,
55, Triplicane High Road,
Chennai-600005.
- ARMA CLINICAL SERVICES & HOSPITAL,
No. 34, 1st Main Road,
Gandhi Nagar, Chennai-600020.
- SRI CHENNAI SCAN & RESEARCH CENTRE,
51, Moutieth Road, Egnore,
Chennai-600008.
- VIII. CGHS, Bangalore
- CHINMAYA MISSION HOSPITAL,
1st Stage, Indira Nagar,
Bangalore-560038.
- M.S. RAMAIAH MEDICAL TEACHING
HOSPITAL,
Gokula Extension,
Bangalore-51.
- CHURCH OF SOUTH INDIA HOSPITAL, POST
BAG NO. 4-2,
Hazrat Kambal Post Road,
Bangalore-560051.
- MEDINOVA DIAGNOSTIC SERVICES LTD.,
55, Infantry Road,
Bangalore-27.
- K.I.M.S. HOSPITAL & RESEARCH CENTRE,
V.V. Puram, K.R. Road,
Bangalore-4.
- YELLAMMA DASAPPA HOSPITAL,
27, Andree Road, Shanti Nagar,
Bangalore-27.
- P.D. HINDUJA SINDHI HOSPITAL,
Sampangiram,
Bangalore-27.
- REPUBLIC HOSPITAL,
Long Force Garden. Bangalore-25.
- BANGALORE BAPTIST HOSPITAL,
Ballari Road, Bangalore-19.
- SEVAKSHETRA HOSPITAL
81.B.T.Road, Bangalore-19.
- MALLIGE MEDICAL CENTRE,
31/32, Crecent Road,
Bangalore-1.
- ST. JOHN'S MEDICAL COLLEGE HOSPITAL,
John Nagar, Kormangla,
Bangalore-34.
- MALLYA HOSPITAL,
No. 2, Vetel Mallaya Road,
Bangalore-1.
- MANIPAL HOSPITAL,
98, Rustam Bagh, Airport Road,
Bangalore-17.
- WOCKHARDT HOSPITAL AND HEART
INSTITUTE,
14, Cunningham Road,
Bangalore-52.

BANGALORE HOSPITAL/SUSRUTA MEDICAL
AID AND RESEARCH HOSPITAL LTD.,
202, R.V. Road, Bangalore-4.

IX. CGHS, Jabalpur

Jabalpur Hospital and Research Centre,
Napier Town, Russell Crossing,
Jabalpur.

S.C. Gupta Memorial Hospital,
Katanga, Jabalpur.

M.L. Trust Hospital and Research Centre,
Dixitpura, Jabalpur.

J.K. Maternity & Nursing Home and Cardio
Respiratory Research Centre,
2006, Wright Town, Jabalpur.

Prakash Ganga Eye Hospital,
102, Napier Town, Shastri Marg,
Jabalpur.

Shishu Mangal Hospital,
144 1/A, Wright Town,
Jabalpur.

Sanjeevan Hospital,
Adhartal, Ram Nagar,
Jabalpur.

Charak Diagnostic & Research Centre,
Civic Centre, Marhatal,
Jabalpur.

Jabalpur Medical Centre,
Civic Centre, Marhatal,
Jabalpur.

Vijay Memorial Medical & Research Centre,
806, Gole Bazar, Jabalpur.

Heart Care Hospital, Main Road, Opposite
Anjuman School, Malviya Chowk,
Jabalpur. (M.P.)

Minocha X-Ray and Ultrasound,
Opp. Anand Cinema, Napier Town,
Jabalpur.

Modern X-Ray Sonography and Patho Centre,
Janjira Bridge, Near Ghamapur Chowk,
Jabalpur.

Modern Diagnostic Centre, Stadium Complex,
Nursing Home, Jabalpur.

Ashirwad X-Ray Clinic,
Gole Bazar C/o Triveni Nursing Home,
Jabalpur.

Jabalpur X-Ray and Patho Centre,
Wright Town,
Jabalpur.

Bhalla Pathology Centre,
Gorakhpur,
Jabalpur.

Sweta Diagnostic Centre,
Cantt., Jabalpur.

Nema Pathology Centre,
Sirinath Ki Taliya,
Anjuman Market, Jabalpur.

Pioneer Pathological,
Ganjipura Chowk,
Lardgand, Jabalpur.

X. CGHS, Nagpur

Sushrit Hospital & Research Centre,
Ramdaspath, Nagpur-10.

Purshree Gastroenterology Clinic (Diag. Centre).
Shreewardhan, Complex Wardha Road,
Ramdaspath, Nagpur.

Subedar Hospital,
9 Ramdaspath,
Wardha Road,
Nagpur-10.

Sriwardhan X-Ray & Ultrasound Clinic,
Shreewardhan Complex,
7, Wardha Road, Ramdaspath,
Nagpur.

Dr. K.G. Deshpande Memorial Centre,
218, Radha Niwas, Golkulpeth,
Nagpur.

Retina Care Hospital,
A/1, Nilgagan, Dhantoli,
Nagpur-12.

Central India Institute and Medical Sciences,
Bajaj Nagar, Nagpur.

Avanti Heart Clinic and Hospital,
5, Abhyankar Road,
Dhantoli, Nagpur.

Dinesh Hospital and Urological Clinic,
3, Canal Road,
Ramdaspath, Nagpur-10.

Eye Infirmary & Laser Centre,
6, Laxmi Vaibhav Complex,
Bajaj Nagar, Nagpur.

Raut Children Hospital,
Parmanand Apartment,
Indore Chowk,
Kamptee Road, Nagpur-17

S.M. Vishwakarma Memorial Eye Hospital,
Kamal Chowk, Nagpur.

Sai Nath Diagnostic & Research Centre,
Vinayak Apartment, Gr. Floor,
Near Lokmat Square,
Dhantoli, Nagpur.

Tamaskar Clinic,
17, Wardha Road,
Nagpur-12.

Shree Clinic Maternity and Surgical Nirja House,
16, Swabalambi Nagar Square,
Deen Dayal Nagar,
Nagpur.

Central Pathology Laboratory,
Indora Chowk, Nagpur-17.

Sneh Nursing Home,
5, K.K. Business Plaza,
Near Lomat Square,
Central Bazar Road,
Ramdaspath,
Nagpur-10.

Central Neurological Institute,
Opp. Bank of Maharashtra,
80, Shankarnagar, Nagpur-10.

Jayneeta Pathology & Cytology Laboratory,
2nd Floor, Shreewardhan Complex,
Near Hotel Radhika, Wardha Road,
Nagpur.

Shri Radha Krishna Hospital and Research
Institute,
East Wardhaman Nagar,
Nagpur-8.

Mure Memorial Hospital,
Maharajabag Road, Sitabuldi,
Nagpur.

Janta Maternity Home and Hospital,
Jaripatka, Nagpur-14.

Lata Mangeshkar Hospital,
Maharajabag Road, Sitabuldi,
Nagpur.

Crescent Nursing Home & ICCU,
Behind Old Mount Carmel School,
Near Lokmat Square, Dhantoli,
Nagpur-12.

Khemka X-Ray & Ultrasound Clinic,
5, Vinayak Apartment,
Lokmat Square,
Dhantoli, Nagpur.

Matru Seva Sangh Maternity Home,
Sitabuldi, Nagpur.

XI. CGHS, Patna

Kurji Holy Family Hospital,
Sadaquat Ashram,
Patna-10.

Drishti Eye Care and Research Centre,
Near Central School, Kamkarbagh,
Patna-20.

Hospito India (Pvt.) Ltd.,
Boaring Road, Patna-1.

E.E.G. Clinic,
Veenakunj, R.K. Avenue,
Rajendra Nagar,
Patna-16.

Balaji Cardiac Diagnostic Centre,
Opp. Laxmi Complex,
Boaring Road, Patna.

Raj Laxmi Nursing Home,
Opp. Bahadurpur Railway Crossing,
Kakrabadh, Bypass Road,
Patna-20.

Sen Diagnostic Pvt. Ltd.,
Buddha Marg, Patna-1.

Central Diagnostic,
Shanti Priya Apartment,
Opp. I.B.P. Petrol Pump,
Boaring Road,
Patna-800001.

Nalanda Hospital & Scan Research Centre,
O/63, Doctor's Colony, Kankarbagh,
Patna-800020.

Dr. S.B. Pandey Bio-Laboratory,
Khazanchi Road,
(Near Mahabirasthan)
Patna-800004.

XII. CGHS, Ranchi

Raj Hospital and Research Centre,
Main Road, Ranchi-834001

Advanced Diagnostic Centre,
Ranchi.

St. Barnavas Hospital,
Church Road,
Ranchi-834001, Bihar

XIII. CGHS, Ahmedabad

Gujrat Research & Medical Institute
(Rajasthan Hospital),
Camp Road, Shashi Bagh,
Ahmedabad-4.

Lithotripsy & MRI Centre,
Civil Hospital,
Campus near Cancer Hospital,
Ahmedabad-16.

XIV. CGHS, Delhi

Narinder Mohan Hospital
Mohan Nagar,
Ghaziabad (U.P.)

Batra Hospital & Medical Research Centre,
1, Tughlakabad Industrial Area,
M.B. Road, New Delhi.

Escorts Hospital & Research Centre,
Faridabad (Haryana).

Dr. Anand's' Ultrasound & C.T. Scan,
F-24, Preet Vihar,
Vikas Marg, Delhi-110092.

Anand Hospital,
21, Community Centre,
Preet Vihar, Delhi-110 092.

Orthonova,
22-23, Local Shopping Complex,
Madan Gir, New Delhi-62

Moolchand Khairati Ram Hospital,
Lajpat Nagar-III,
New Delhi-110 024.

Sarvodaya Medical Research Centre,
GD-28, Pitam Pura,
Delhi-110034.

North Point Hospital Pvt. Ltd.
1-A, Jang Pura,
New Delhi.

R.G. Stone Urological Research Institute,
F-7, East of Kailash,
New Delhi-110 065.

Kailash Hospital & Research Centre,
H-33, Sector-27,
Noida-201 301 (UP).

GMR, Institute of Imaging, Research,
MRS Scan Centre,
35-B, Pusa Road,
New Delhi.

Medical Laboratory Services,
E-67-Saket,
New Delhi-110 017.

South Delhi Ultrasound & X-ray Clinic,
A-44, Hauz Khas,
New Delhi-110016.

G.M. Modi Hospital & Research Centre,
Mandir Marg, Saket,
New Delhi-110 017.

Jaipur Golden Hospital.
2, Institutional Area,
Rohini, New Delhi-110 085.

Noida Medical Centre Ltd.,
16-C, Sector-30.
Noida (UP).

Indraprastha Apollo Hospital,
Sarita Vihar, Delhi-Mathura Road,
New Delhi-110 044.

Delhi C.T. & MRI Centre,
Aashlok Hospital,
25-A, Block A-B,
Community Centre,
Safdarjung Enclave
(Behind Kamal Cinema),
New Delhi-29.

Dharamshila Cancer Hospital & Research Centre,
Vasundhara Enclave, Delhi-110096,

Dr. Handa X-ray & Diagnostic Centre,
B-87, Defence Colony
(Near Andrews Ganj Crossing),
New Delhi-110 049.

St. Stephens Hospital,
Tis Hazari, Delhi-110054.

Escorts Heart Institute & Research Centre,
Okhla, New Delhi-110 065

National Heart Institute & Research Centre,
Sapna Commercial Complex,
New Delhi-110 065.

XV. CGHS, Pune Specialised

Sharda Clinic,
408/1, Chorpade Pet,
Pune-042,
—Orthopaedic only.

Hardikar Hospital
Ganeshkind Road,
Pune, 005.
—Orthopaedic only.

Pune Medical Foundation
(Ruby Hall Clinic) 40,
Sansoon Road, Pune 001.
—All purpose.

N.M. Wadia Institute of Cardiology
32, Sassoon Road, Pune-001
—Nuclear Medicine only.

Triumph Nuclear, Medicine & Research
32, Sassoon Road, Pune-001.
—Cardiology only.

Sancheti Institute for Orthopaedic & Rehabilitation
16, Shivaji Nagar, Pune-005.
—Orthopaedic only.

Uni-scan Centre 16, Shivaji Nagar, Institute
Campus, Pune-005.
—C.T. Scan only.

K.E.M. Hospital
Sardar Mudalyar Road,
Rasta Pet. Pune-001.
All purpose except MRI. Lithotripsy,
—Radiotherapy and Liver transplant.

Colony Nursing Home Navipet,
Pune-030.
—Obs. & Gynae only.

National Institute of Ophthalmology
1187/30, Opp. Ghole Road,
Near Phoole Museum, Shivaji Nagar,
Pune-005.
—Ophthalmology only.

Lions Scan Centre Johngir Hospital & Medical
Centre Campus,
32, Sassoon Road, Pune-001.
—C.T. Scan only.

Medinova Diagnostic Services Ltd.
1319, Jungli Maharaj Road,
Opposite Modern High School, Shivaji Nagar,
Pune-004.
—C.T. Scan, Cardiological, Urodynamic & Uroflow
studies other tests (diagnostic) only.

Medivision
Patil Plaza, Opposite Mitramondal,
Near Saras Bagh,
Pune, 019.
—Ultrasound and C.T. Scan only

Pune Hospital & Research Centre
27, Sadashiv Pet,
Pune-030.
—All except MRI, Lithotripsy. Liver transplant and
Radiotherapy.

GENERAL

A.C.T.'s General Hospital
Survey No. 51/2, Wanwarl Village, Pune-040.
—All purpose.

Shree Dharam Leela Diagnostic Centre, Pune.
—Radiological investigations only.

King Edward Memorial Hospital
Sardar Mudalyar Road, Raata Pet,
Pune-011.
—All except Dental, Vascular Surgery.

Pathquest Pathology & Endocrinology Laboratory
8, Velankar, 1st Floor, Above Lucky Bakery,
Parwati Darshan Road, Pune-009.
—Endocrinology only.

Sharda Clinic
408/1, Ghorpade Pet,
Pune-042.
—Orthopaedic only.

Dr. Tokag X-ray
128, Tarjling Centre,
1st Floor, Opposite Arora Tower,
Pune.
—X-ray only.

Poona Medical Foundation (Ruby Hall Clinic)
40, Sassoon Road, Pune-001.
—All purpose.

Kotbagi Hospital
163, D.P. Road,
Aundh, Pune-007.
—All except Dental, Vascular Surgery

Poona Hospital & Research Centre
27, Sadashiv Pet, Pune-030.
—All except Dental, Bum Vascular Surgery.

Haldikar Hospital
Ganeshkind Road, Pune-005.
—Orthopaedic only.

Sanjeevan Hospital
23, Karva Road, Pune-004,
—All purpose.

Lokmanya Hospital
Chinchward, Pune-33.
—All purpose.

Medinova Diagnostic Services Ltd.
1319, Jungli Maharaj Road,
Opposite Moden High School,
Shivaji Nagar, Pune-004.
—Diagnostic, X-ray, Ultrasound, Path, CT,
procedures only.

Gulati Sonographic Clinic
14, Tarling Centre, 1st Floor,
Opposite Arora Tower,
M.G. Road, Pune-001.
—Ultrasound only.

Dwarika Sangamalkar Medical Foundation
Navi Pet. Pune-030.
—Pathology, CT. Obs. & Gynae.

National Institute of Ophthalmology
1187/30, Off Ghole Road, Near Phoolle Musium,
Shivaji Nagar, Pune-005.
—Ophthalmology only.

Hope Foundation Kalpana Monography Centre
Near Congress Bhawan, Pune.
— Monography only.

Deendayal Memorial Hospital
926, Kharjussion College Road,
Pune-2.
— All purpose.

Bharti Hospital Katraj,
Dhankori, Pune-043.
— All except Plastic Surgery, Cardiac Surgery,
Neuro Surgery, Vascular Surgery.

Sancheti Institute for Orthopaedic & Rehabilitation
16, Shivaji Nagar, Pune-005.
— Orthopaedic, Physiotherapy, Plastic Surgery.

Krishna General Hospital & Stree Clinic
2, Anjan Rail, Prashant Society,
Paud Road, Pune-029.
— All purpose.

N.M. Wadia Hospital
283, Shukrwar Pet,
Pune-002.
— All except ENT, Ultrasound and CT.

XVI. CGHS, Calcutta

Medinova Diagnostic Services,
1-Sarat Chatterjee Avenue,
Calcutta-29.
—All diagnostic procedure including C.T.
Cardiological investigations and other tests.

Suraksha Diagnostic & Eye Research (Pvt.) Ltd.
P-1 18, C.I.T. Road, Near Phool Bagan,
Calcutta-54.
— All diagnostic procedures and day care
including C.T., Cardiological investigations, Uro-
dynamic & other tests.

Bell Vue Clinic
U. Braham Chari Road,
Calcutta-20.
— All diagnostic procedures and day care except
Skin, ENT and Orthopaedics.

Clinical Laboratories Pvt. Ltd.
122-A, Chitranjan Avenue,
Calcutta-72.
— Investigations e.g. Clinical Pathology,
Haematology, Bio-Chemistry, Histopathology,
Bacteriology and Serology.

Bansal Health Care Centre,
276, Ravindra Sarani,
Calcutta-7.
— Investigations e.g. X-ray, Ultrasound, Clinical
Pathology, Haematology, Biochemistry,
Histopathology, Bacteriology and Serology.

Maa Durga Diagnostic Research Institute,
Good Luck House, P-62,
C.I.T. Scheme No. 7(M), Calcutta-52.
— Investigations e.g. Clinical Pathology,
Haematology, Bio-chemistry, Histopathology,
Bacteriology and Serology.

Cancer Centre and Welfare Home,
Thakurpukur, Calcutta.
— Cancer treatment, Skin and all diagnostic
procedures.

Ramakrishna Mission Seva Prathishthan Hospital,
Sarat Bose Road, Calcutta-20.
— All treatment and diagnostic procedures.

Culcutta Heart Research Centre,
14-B, Sarat Bose Road, Calcutta-20.
— All diagnostic procedures except C.T. Scan,

Behala Balananda Brahmachari Hospital,
151—153, Diamond Harbour Road,
Calcutta-34.
— All treatment and diagnostic procedures.

Nightingale Diagnostic Centre,
11, Shakespeare Sarani, Calcutta-71.
— All diagnostic procedures and Day care except
Orthopaedics.

Health Care and Ultrasound Scan Centre,
33/1, Northern Avenue, Calcutta-30.
— E.C.G. and Ultrasound only.

Wochard Medical and Research Centre,
Sarat Bose Road, Calcutta-20.
— C.T., Cardiological Investigation, Lithotripsy,
Urology and Laperoscopic Surgery.

Dr. Nihar Munshi Eye Foundation,
1/3, Dovar Place, Calcutta-19.
— For Ophthalmology including I.O.L.

Workhard+ Life Sciences Limited, Workhard+
Hospital & Kidney Institute III.A. Rashbehari
Avenue, Calcutta-700029.

XVII CGHS, Hyderabad

Share Medical Care (Medicity)
5-9-22, Sarovar Secretariat Road,
Hyderabad-4.
— General and Specialised-Acute Medical Care,
Cardiology, Cardiothoracic, Gastroentology,
Nephrology, Laboratory Sciences and Radiology.

- Medwin Hospital,
Raghava Ratna Tower, Chirag Ali Lane,
Hyderabad-1.
— All purposes (General & Specialised) except
Lithotripsy.
- Vijaya Diagnostic Centre,
3-6-20, Tirumala Apartment,
Skyland Theatre Lane, Bashirbagh,
Hyderabad-29.
— Diagnostic procedures (General & Specialised)
including C.T. Scan, X-ray, Ultrasound.
- Gagan Mahal Nursing Home,
1-2-379, Gagan Mahal, Hyderabad-29.
— Only for General purpose Obs. & Gynae.
- C.D.R. Hospital,
3-6-287, Hyder Guda, Hyderabad-29.
— All purpose (General & Specialised).
- Appollo Hospital,
Jubilee Hill, Hyderabad-33.
— All purpose (General & Specialised) including
Radiotherapy, Serology.
- L.V. Prasad Eye Hospital,
Road No. 2, Banjara Hills,
Hyderabad-34.
— Ophthalmology only.
- Medinova Diagnostic Centre,
6-3-652, Somaji Guda,
Hyderabad-82.
— General Diagnostic procedures including X-ray,
Ultrasound, Colour Doppler, Echo, C.T. Scan.
- Yashoda-Superspeciality Hospital Malakpet,
Hyderabad-36.
- Acute Medial Care,
Cardiology and General purpose treatment and
diagnostic pocedures.
- Shravana Nursing Home,
5-3-847, Mozamjahi Market, Hyderabad-1.
— General purpose treatment facilities with routine
diagnostic procedurés.
- Kailash Diagnostic & Rehabilitation Centre,
5-4-183, Twin City Market, J.N. Road,
Mozamjahi Market, Hyderabad-1.
— Diagnostic facilities including X-ray, Ultrasound,
E.C.G. and Physiotherapy.
- Tapadia Diagnostic Centre,
1-7-1072/A, Opposite Saptagiri Theatre,
Beside Dangoria Nursing Home,
- RTCX Road, Hyderabad-20.
— Diagnostic procedures including X-ray,
Ultrasound, E.E.C.
- Eashwar Lakshmi Hospital,
Plot No. 9, Gandhi Nagar, Hyderabad-48.
— General purpose treatment with routine
diagnostic procedures.
- Sagar Lal Memorial Hospital,
1-9-551, Mushirabad, Hyderabad-48.
— General purpose treatment and routine
diagnostic procedures.
- New Citi Hospital New City,
35, Sarojini Devi Road Secunderabad-3.
— General purpose treatment and routine
diagnostic procedures.
- Geetha Maternity & Nursing Home,
West Marakpally, Secunderabad.
— General purpose treatment and routine
diagnostic procedures.
- Ashok Kumar Hospital,
3-4-136/A, Barkatpura, Hyderabad-27.
— For General purpose, E.N.T. treatment
procedures.
- A.C.C. Shroff Memorial Hospital,
3-4-801, Barkatpura, Hyderabad-27.
— General purpose treatment with routine
diagnostic procedures.
- Central Diagnostic & Research Institute,
14-7-24/27, Pitruchhaya, Opposite Savani
Transport, Begum Bazar, Hyderabad-12.
— General purpose diagnostic procedures.
- Princess Dhrru Shever Childrens Hospital,
Purani Hawaili, Hyderabad-2.
— General purpose treatment and routine
diagnostic procedures.
- Hari Prasad Memorial Hospital,
Rekub Ganj, Attar Gaddi, Hyderabad-2.
— General purpose treatment and routine
diagnostic procedures.
- Shri Bhagwan Devi Maternity & Orthopaedic
Hospital,
21-1-191, Char Kaman, Hyderabad-2.
— General purpose Orthopaedic & Obs. Gynae
treatment procedures.
- Kameni Hospital,
L.V. Nagar, Hyderabad, R.R. District.
— All purpose (General & Specialised).

No. 29/10/2000—Welfare
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING
NEW DELHI

3rd floor, Lok Nayak Bhawan,
 Khan Market, New Delhi
 1st June, 2001

To
 The Secretary,
 Central Government Employees Welfare Coordination Committee,
 (As per list attached)
 Subject: Enhancement of grant-in-aid to Central Government Employees Welfare Coordination Committees -
 Regarding.

Sir,
 I am directed to refer to this Department's letter No. 10/2/87-Welfare dated 12.10.87 regarding the subject cited above and to say that it has been decided that the quantum of grant-in-aid as available to Central Government Employees Welfare Coordination Committees may be revised. The grant-in-aid for cultural activities and indoor games will be given henceforth on the following pattern subject to the condition that the Committee raise 5% of the grant by way of subscription.

Place where the staff strength of all the Central Government Offices is	Revised grants-in-aid
Less than 5000	Rs. 4,800
Less than 10,000	Rs. 9,000
Less than 20,000	Rs. 13,500
Less than 25,000	Rs. 14,250
Less than 30,000	Rs. 17,250
More than 30,000	Rs. 18,750

NOTE : The staff strength referred to above would exclude the staff of the P&T Department, Railways, Autonomous Bodies and Public Undertakings.

2. The grants-in-aid to the Committees to meet the cost of Secretarial Assistance and other clerical work, stationery, postage and transport charges etc. will likewise be sanctioned on the following scale:

Places where the staff strength of all Central Government offices is	Revised grants-in-aid
Less than 25,000	Rs. 3,000
Less than 50,000	Rs. 4,200
Less than 75,000	Rs. 5,400
Less than 1,00,000	Rs. 6,600
Less than 1,25,000	Rs. 7,800
More than 1,25,000	Rs. 9,000

NOTE : The staff strength referred to above would include the staff of the P&T, Railways, Autonomous Bodies and Public Undertakings.

3. The enhanced grants as above would be applicable from the current financial year i.e. 2001-2002. I am therefore directed to request that to enable this Department to release grant-in-aid well in time, audited accounts for the year 2000-2001 and other particulars may please be furnished to this Department at an early date.

4. This issues with the concurrence of Ministry of Home Affairs, Finance Division vide their U.O. Dy.No. 1160/AFA(P)/2001 dated 25.5.2001.

Yours faithfully,

(J. S. BHATIA)
 Under Secretary to the Government of India
 Tel. No. 4698708

ANNEXURE -XXIX

No. 29/10/2000—Welfare

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

DEPARTMENT OF PERSONNEL & TRAINING

NEW DELHI

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
1st June, 2001.

To

The Secretary,
Resident Welfare Association
(As per list attached).

Subject: Enhancement of grant-in-aid to Resident Welfare Association-Reg.

Sir,

I am directed to say that Department of Personnel and Training has been sanctioning grant-in-aid to recognized Residents Welfare Associations subject to a maximum of Rs.3000/—per annum to enable them to meet part of their expenses to be incurred by the Association on the welfare activities/programmes to be organized within the financial year. The existing limits were fixed sometime in 1987. It has now been decided that the quantum of grant-in-aid as available to Residents Welfare Association may be revised.

2. The existing pattern of grant-in-aid to RAVAs is as under:

“The pattern of grant-in-aid given by the Department of Personnel and Training to RWAs is presently linked to the number of members groupwise i.e. quantum of grant-in-aid to Group ‘D’ employees is three times the amount of subscription realized from regular members, for Group ‘C’ two time and for Group ‘A’ and ‘B’ only matching grant is provided subject to a limit of Rs.3000/- in all cases.”

3. The above pattern would continue to be the same except that the grants to RWAs would now be subject to a limit of Rs.4500/- in all cases. The increased grants as above would be applicable from the current financial year 2001-2002. I am therefore, directed to request that to enable this Department to release grant-in-aid well in time, audited accounts for the year 2000-2001 and other particulars may please be furnished to this Department at an early date.

4. This issues with the concurrence of Ministry of Home Affairs, Finance Division vide their UO. Dy. No. 1160/AFA(P)/2001 dated 25.5.2001.

Yours faithfully,

(J. S. BHATIA)

Under Secretary to the Government of India
Tel. No. 4698708

