



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

मुख्यालय/HEAD OFFICE

भविष्य निधि भवन

BHAVISHYA NIDHI BHAWAN

14, भीकाजी कामा प्लेस, नई दिल्ली-110066

14-BHIKAJI CAMA PLACE, NEW DELHI-110066

www.epfindia.gov.in; www.epfindia.nic.in

No. HRM-VII/27(1)2011/Canteen/

To

(Through EPFO Website)

Dated:

All the Regional PF Commissioners (Incharge of RO/SRO/ZTI)

Including RPF(ASD), Head Office

Director, NATRSS

Sub: Periodic Inspection of Departmental Canteen-Reg;

Sir,

In the light of instructions of DOP&T, the Ministry of Labour & Employment has directed to furnish the periodic inspection report of the departmental canteen running in the various offices of EPFO in the prescribed proforma (Copy Enclosed as Annexure).

It is therefore requested to depute an officer as "Inspecting Officer" for inspection of the departmental canteen running in your office as per the above said proforma and furnish the report of the Inspecting Officer, duly completed in all respect to this office within 15 days, positively.

If no canteen is running in your office, the 'Nil' report be furnished.

Yours faithfully,

(P K Agarwal)

Regional PF Commissioner-I (HRM)

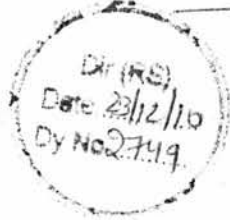
Copy to:

RPF(II)(NDC)- With the request to upload on the EPFO website.

564
30.01.2012



Rajiv Manjhi
Director (Canteens)
Tele. No. 24622365



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नोर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

D.O. No. 10/1/2010-Dir (C)

Room No. 361, 3rd Floor,
Khan Market, Lok Nayak Bhavan
Dated 20/12/2010
22

Dear Sir,

Please refer to this Department's O.M. of even number dated 10th August, 2010 regarding periodic inspection of Departmental Canteens under your administrative control. The inspection report was supposed to be sent to this department at an early date, however, the same is yet to be received from your Department/Organisation.

I shall be grateful if you could kindly look into the matter and get the inspection of your canteen done using the revised proforma of Inspection Report at the earliest. A revised proforma of Inspection Report is enclosed herewith for ready reference.

with regards.

Yours sincerely,

Rajiv Manjhi
(Rajiv Manjhi)

Encl: As above

प्रशासन-III प्रदुसाग कयनी नं.....
Adm-III Section Dy. No. 369
27/12/2010

Shri Ranbir Singh,
Director (Admn.),
Ministry of Labour & Employment
Shram Shakti Bhavan,
New Delhi.

DS (BLT)
23/12

Ranbir Singh
23/12

B. K. Rao
23-12-2010

US (PM)
24/12/10

Sh. B. S.
21/12/10



6

300
21/1/12

S. S. A. 7/2/12
S. O. A. (Admn. Div.)

REPORT OF THE PERIODIC INSPECTION OF DEPARTMENTAL CANTEENS
(To be completed by the Inspecting Officer)

Type of Canteen : _____
Office/Department : _____
(Full Address)with
Tel. No. : _____
Date of Inspection : _____

GENERAL1.# Accommodation & Cleanliness :(i) Main Hall/Dining Hall :

(a) Area : Sufficient/insufficient *(mention area)
(b) Floor : Sufficient/un-satisfactory
(c) White wash : Satisfactory/Needed
(d) Exhaust fans : Adequate/Inadequate

(ii) Kitchen :

(a) Area : Adequate/Inadequate
(b) Floor : Satisfactory/Un-satisfactory **
(c) General Cleanliness : Excellent/Very Good/Good/Satisfactory
(d) Shelves/Platform, : Satisfactory/Un-satisfactory
If any, :
(e) Exhaust fans provided : Adequate/In-adequate
(No. of Exhaust Fans)
(f) Fly-proofing/
Wire-mesh fixed : Yes/No

(g) Appropriate Drainage Facility : Available/Not available

(h) Whether three sink : Yes/No
Method of utensil : (If yes please reiterate the process in
Cleaning is followed writing)

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

* Areas requirement for sufficient space is that 1/3 of the office strength could be entertained at a time with the provision of a separate ladies room etc.

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

(iii) Store-Room : Provided/Not provided.

(a) General Conditions of Store Room (a) Absolutely clean/Moderately clean/
Unclean

(b) Stores properly arranged/
Not properly arranged

(c) Exhaust fans provided/
Not provided

(iv) Furniture : Satisfactory/Un-Satisfactory

2. (a) Personal hygiene of Employees : Nails Trimmed _____

Hair Cut _____

Shave _____

Cleanliness _____

Any Skin Disease _____

(Certificate to be taken from any Organisation)

(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 I.O.)

3. Staff Strength : Regular/Temporary/Casual/ Daily
Wages/Outsourced

4. Whether the employees were in proper uniform : Yes/No

5. (a) Quality of Crockery : Excellent/Very Good/Good/Satisfactory

(b) Drill for cleaning Crockery : Excellent/Very Good/Good/Satisfactory

6. Use of detergent/Disinfectant : Indicate name and periodicity

7. (i) Suggestion/Complaint Book Kept : Yes/No

(Gist of recorded complaints & action taken thereon

By the Management Committee be enclosed separately with the Report)

: 3 :

- (ii) Sanitary Diary-cum-Inspection Register Inspections : Available/Not Available (If available records of last five)
- 8. Whether names of the branded items (eatbles/Beverages i.e. Herbal Tea, Sharbat/Butter Milk ; oil etc.) displayed
- 9. Display of Menu with rates : Yes/No
- 10. Rates : Cost of inputs item-wise/ Sales Price item-wise
- 11. When the rates were last fixed : _____
- 12. Quality of eatable/beverages :Excellent/Very Good/Good/Satisfactory (Detailed observation on this aspect be appended by the I.O. with the Report)
- 13. Whether the norms for usage of Materials-quality-wise & quality-Wise are in relation to the selling price : _____
- 14. Opinion about Customer's Satisfaction : Fully Satisfied/Partly Satisfied/ Not Satisfied(minimum 10 Customers be interviewed)
- 15. Drinking water facility provided : Yes/No
- 16. First-aid box for canteen employees : provided Yes/No
- 17. Fire-safety measures provided : Yes/No
- 18. Type of Fuel used in the Canteen : LPG, Kerosene Oil, Fire-Wood and Coal

COMPLETION OF ACCOUNTS BOOKS :

- 19. Cash Book : (i) Complete upto _____ (date)
(ii) Authenticated : Yes/No
- 20. Ledger : Complete upto _____ (date)

21. Stock Register(raw materials) : Complete upto _____ (date)
22. Stock Register (furniture/crockery etc.) : Complete upto _____ (date)
23. Sales Register : Complete upto _____ (date)
24. (a) Monthly Accounts being prepared. :
- (b) Annual Accounts complete upto (Receipt and Payment A/Cs and Balance Sheet) :
- (c) Whether audited : Yes/No
25. Standard Quantity of output (Products) in proportion to the quantity of input (Materials) : Explanation: (How much milk, sugar, tea, leaves, coffees, used for preparing how many cups of tea/coffee)
26. Cash in hand :
27. Cash in Bank Account :
28. Attendance Register complete upto :
29. Monthly sales : Cash :
- Credit:
30. Discipline and Service :
- (a) General level of discipline during The serving staff/Bearers :
- (b) Any complaints of misbehaviour etc. etc. received : Yes/No (Give details)
- (c) Any pending disciplinary action :
- (i) Nature of charge :
- (ii) Matter pending since when :

31. General observations by the Inspecting Officials :

(i)

(ii)

(iii)

32. Overall rating of the canteen

- (a). Excellent
- (b). Very Good
- (c). Good
- (d). Satisfactory

33. Canteen Fund Reserve

Rs. _____

Place :

Signature of the Inspecting Official

Date :